

Media Briefing Setup for Board Members

Date: [Insert Date]

To: [Board Member Names]

From: [Your Name]

Subject: Media Briefing Setup Details

Dear Board Members,

We would like to inform you about the upcoming media briefing scheduled for [insert date] at [insert time]. This briefing will take place at [insert location] and will serve to provide key insights on [insert topic].

Agenda

- Introduction and Welcome
- Overview of Key Topics
- Q&A Session
- Closing Remarks

Logistics

Please arrive at least 15 minutes early to ensure a prompt start. Refreshments will be provided.

RSVP

Please confirm your attendance by [insert RSVP date].

Thank you, and we look forward to your participation.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]