

Attendance Confirmation

Date: [Insert Date]

To: [Board Member's Name]

From: [Your Name]

Subject: Confirmation of Attendance at Board of Directors Meeting

Dear [Board Member's Name],

This letter serves to confirm your attendance at the upcoming Board of Directors meeting scheduled for [Insert Date] at [Insert Time]. The meeting will take place at [Insert Location].

Please let us know if you will be able to attend or if there are any matters you wish to discuss ahead of time.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company]