

Date: [Insert Date]

To: [Board Member's Name]

From: [Your Name]

Subject: Inclusion of Agenda Items for Upcoming Board Meeting

Dear [Board Member's Name],

I hope this message finds you well. As we prepare for our upcoming board meeting scheduled for [Insert Date and Time], I would like to propose the inclusion of the following items in the agenda:

- [Agenda Item 1]
- [Agenda Item 2]
- [Agenda Item 3]

Please let me know if you have any additional items to suggest or if you would like to discuss any specific points related to the proposed agenda. Your input is greatly appreciated.

Thank you for your attention to this matter. I look forward to our discussion.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]