

Dear [Board Member's Name],

I hope this message finds you well. I am writing to follow up on our previous invitation regarding the upcoming board meeting scheduled for [Date] at [Time]. We very much value your participation and input.

Please confirm your attendance at your earliest convenience. If you are unable to attend, kindly let us know, and we can discuss alternative arrangements.

Thank you for your attention, and I look forward to your positive response.

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]