

Formal Invitation to Board Meeting

Date: [Insert Date]

To: [Board Member's Name]

From: [Your Name]

Subject: Invitation to Attend Board Meeting

Dear [Board Member's Name],

We are pleased to invite you to attend the upcoming board meeting scheduled for [insert date] at [insert time]. The meeting will be held at [insert location], and will focus on important agenda items including [briefly list agenda items].

Your presence and input are invaluable to our discussions. Please confirm your attendance by [insert RSVP deadline].

Thank you, and we look forward to your participation.

Best regards,

[Your Name]

[Your Title]

[Your Company]