

Dear [Board Member's Name],

I hope this message finds you well. I wanted to send a friendly reminder about our upcoming board meeting scheduled for [Date] at [Time]. The meeting will be held at [Location/Platform].

We will be discussing several important topics, including [Briefly list topics]. Your input and insights will be invaluable.

Please let me know if you will be able to attend.

Looking forward to our discussion!

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]