

# Invitation to Board Meeting

Dear [Guest Name],

We are pleased to invite you as a special guest at our upcoming board meeting scheduled for [Date] at [Time]. The meeting will take place at [Location].

Your insights and expertise in [Guest's Field/Industry] would greatly benefit our discussions on [Agenda Topics].

Please confirm your availability by [RSVP Date]. We look forward to your esteemed presence.

Warm regards,

[Your Name]  
[Your Position]  
[Your Company]  
[Contact Information]