

# Confirmation of Board Meeting Attendance

Date: [Insert Date]

To: [Board Member Name]

From: [Your Name]

Subject: Confirmation of Attendance at Upcoming Board Meeting

Dear [Board Member Name],

We are pleased to confirm your attendance at the upcoming nonprofit board meeting scheduled for [Insert Date and Time] at [Insert Location]. Your participation is invaluable to our organization, and we appreciate your commitment to our mission.

Please let us know if you have any agenda items or topics you wish to discuss during the meeting.

Thank you for your dedication and support.

Sincerely,

[Your Name]

[Your Title]

[Nonprofit Organization Name]

[Contact Information]