

Board Meeting Announcement

Dear Board Members,

We are pleased to announce that the next board meeting of [Nonprofit Name] will be held on [Date] at [Time]. The meeting will take place at [Location].

Agenda items include:

- Review of previous minutes
- Financial report
- Program updates
- Fundraising initiatives
- Other business

Please confirm your attendance by [RSVP Date]. If you are unable to attend, kindly let us know in advance.

Thank you for your commitment to [Nonprofit Name]. We look forward to your valuable contributions.

Sincerely,

[Your Name]
[Your Title]
[Nonprofit Name]
[Contact Information]