

Board Meeting Notification

Dear [Board Member's Name],

We are pleased to announce that a meeting of the Board of Directors of [Nonprofit Organization Name] will be held on [Date] at [Time]. The meeting will take place at [Location/Virtual Link].

Agenda items will include:

- [Agenda Item 1]
- [Agenda Item 2]
- [Agenda Item 3]

Please confirm your attendance by [RSVP Date]. If you have any items you would like to add to the agenda, feel free to let us know.

Thank you for your commitment to [Nonprofit Organization Name]. We look forward to seeing you.

Sincerely,

[Your Name]

[Your Title]

[Nonprofit Organization Name]

[Contact Information]