

Reminder: Upcoming Nonprofit Board Meeting

Dear [Board Member's Name],

This is a friendly reminder about our upcoming board meeting scheduled for:

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

We will discuss important updates and strategic plans for our organization. Your presence and input are vital to our success.

Please confirm your attendance by replying to this email.

Thank you for your dedication to our mission!

Sincerely,

[Your Name]

[Your Title]

[Nonprofit Organization Name]