

Confirmation of Attendance

Date: [Insert Date]

To: [Board Member's Name]

From: [Your Name]

Subject: Confirmation of Attendance at Board Meeting

Dear [Board Member's Name],

We are pleased to confirm your attendance at the upcoming board meeting for [Social Service Agency Name] scheduled for [Date] at [Time]. The meeting will take place at [Location].

We appreciate your commitment and look forward to your valuable contributions during the meeting.

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Social Service Agency Name]

[Contact Information]