

## **Follow-Up Reminder for Upcoming Board Meeting**

Dear [Board Member's Name],

We hope this message finds you well. This is a friendly reminder about our upcoming board meeting scheduled for [Date] at [Time]. The meeting will take place at [Location/Virtual Link].

During this meeting, we will discuss important agenda items including [mention key topics]. Your input and participation are crucial for our continued success in serving the community.

Please confirm your attendance by replying to this email. Should you have any questions or items you would like to add to the agenda, feel free to reach out.

Thank you for your dedication and support.

Best regards,

[Your Name]

[Your Position]

[Agency Name]

[Contact Information]