

Notice of Board Meeting

Date: [Insert Date]

To: [Insert Recipient Name]

From: [Insert Your Name]

Subject: Formal Notice of Upcoming Board Meeting

Dear [Recipient Name],

This is to formally notify you of the upcoming board meeting for the [Insert Name of Social Service Agency]. The details are as follows:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location]
- **Agenda:**
 - Approval of previous meeting minutes
 - Financial report
 - Program updates
 - Future planning
 - Open forum for board members

Please confirm your attendance by [Insert RSVP Date]. Should you have any questions or require further information, feel free to reach out.

Thank you for your attention and commitment to our mission.

Sincerely,

[Your Name]

[Your Title]

[Insert Name of Social Service Agency]

[Contact Information]