

Distribution of Minutes

Date: [Insert Date]

To: [Board Members/Recipients]

From: [Your Name]

Subject: Minutes from the Social Service Agency Board Meeting

Dear Board Members,

Attached are the minutes from our recent board meeting held on [Insert Date]. Please review the document for your records and let us know if you have any comments or corrections by [Insert Deadline].

Thank you for your continued dedication to our mission.

Best regards,

[Your Name]

[Your Position]

[Social Service Agency Name]

[Contact Information]