

Request for RSVP: Social Service Agency Board Meeting

Dear [Board Member's Name],

We hope this message finds you well. We are writing to remind you of the upcoming board meeting scheduled for [date] at [time]. The meeting will take place at [location].

As a valued member of our board, your participation is crucial for discussing important matters regarding our agency's policies and programs.

Please confirm your attendance by [RSVP deadline] by replying to this email or contacting us at [contact information].

Thank you for your commitment to our community and the work we do.

Sincerely,

[Your Name]

[Your Position]

[Agency Name]

[Contact Information]