

Private School Board Meeting Notification

Date: [Insert Date]

To: [Board Member's Name]

From: [Your Name, Title]

Subject: Notification of Upcoming Board Meeting

Dear [Board Member's Name],

This is to formally notify you of the upcoming board meeting for [School Name]. The meeting is scheduled for [Insert Date and Time] at [Location].

Agenda items for the meeting include:

- [Agenda Item 1]
- [Agenda Item 2]
- [Agenda Item 3]

Please confirm your attendance by [RSVP Date]. If you have any additional items you would like to discuss, do not hesitate to let us know.

Thank you, and we look forward to seeing you there.

Sincerely,

[Your Name]

[Your Title]

[School Name]

[Contact Information]