

Special Board Meeting Invitation

Dear [Board Member's Name],

We are pleased to invite you to a special meeting of the Board of Directors scheduled for [Date] at [Time]. The meeting will be held at [Location].

The agenda for the meeting will include:

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

Please confirm your attendance by [RSVP Date]. Your participation is important for the discussions and decisions we will be making.

Thank you for your attention to this matter. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]