

# Confirmation of Attendance

Date: [Insert Date]

To: [School Board Member's Name]

From: [Your Name]

Subject: Confirmation of Attendance at School Board Meeting

Dear [School Board Member's Name],

I am writing to confirm my attendance at the upcoming school board meeting scheduled for [Insert Date and Time] at [Insert Location]. I appreciate the opportunity to participate and contribute to the discussions.

If there are any changes to the meeting agenda or location, please feel free to reach out to me.

Thank you, and I look forward to the meeting.

Sincerely,

[Your Name]

[Your Position/Title]

[Your Contact Information]