

Update on Venue for Upcoming Museum Board Meeting

Dear Museum Board Members,

We would like to inform you that the venue for our upcoming board meeting has been changed. The new details are as follows:

New Venue Information

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert New Venue Name and Address]

We apologize for any inconvenience this may cause and appreciate your understanding.

If you have any questions, please do not hesitate to reach out.

Thank you,

[Your Name]

[Your Position]

[Museum Name]

[Contact Information]