

# Dear [Board Member's Name],

As the holiday season approaches, we would like to take this opportunity to share our preparations and plans for this festive time of year.

This year, we are organizing a series of events to celebrate the season and foster community spirit among our members. The key highlights include:

- **Holiday Gathering:** A celebration event on [date] at [location].
- **Charity Drive:** We encourage everyone to participate in our charity initiatives, running from [start date] to [end date].
- **Year-End Review:** A review meeting scheduled for [date] to reflect on our accomplishments and set goals for the upcoming year.

We invite you to join us in these celebrations and contribute to our charity efforts. Please RSVP by [RSVP date] and let us know how you would like to participate.

Wishing you and your families a joyful holiday season!

Sincerely,  
[Your Name]  
[Your Title]  
[Organization Name]