

# Community Advisory Board Engagement Notice

Date: [Insert Date]

To: [Insert Recipient Name]

From: [Insert Your Organization Name]

Subject: Invitation to Engage with the Community Advisory Board

Dear [Recipient Name],

We are pleased to announce an upcoming meeting of the Community Advisory Board, scheduled for [insert date and time]. This is an opportunity for community stakeholders to engage in meaningful dialogue and provide input on [insert relevant topic or project].

Details of the Meeting:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location]

Your participation is vital to ensure that the voices of our community are heard. We encourage you to attend and share your insights.

To confirm your attendance or for any questions, please contact us at [insert contact information].

Thank you for your commitment to our community.

Sincerely,

[Your Name]

[Your Position]

[Your Organization Name]

[Your Contact Information]