

Community Advisory Board Meeting Notification

Date: [Insert Date]

Dear [Community Advisory Board Member's Name],

We are pleased to inform you that the upcoming Community Advisory Board meeting will take place on:

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

The agenda for the meeting includes:

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

Please RSVP by [Insert RSVP Date] to confirm your attendance.

We look forward to your participation.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]