

Reminder: Upcoming Community Board Assembly

Dear [Community Member's Name],

This is a friendly reminder about our upcoming Community Board Assembly scheduled for [Date] at [Time]. The meeting will take place at [Location].

We encourage your participation as we will discuss important community issues including [Brief Mention of Agenda Items].

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

Thank you for your commitment to our community.

Best regards,

[Your Name or Title]
[Community Board Name]
[Contact Information]