

# Official Meeting Confirmation

Date: [Insert Date]

To: [Board Member's Name]

From: [Your Name]

Subject: Confirmation of Official Meeting

Dear [Board Member's Name],

This letter is to formally confirm your attendance at the upcoming board meeting scheduled for [Insert Date and Time]. The meeting will be held at [Insert Location].

Agenda items include:

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

Please confirm your attendance at your earliest convenience. Should you have any questions or require further information, do not hesitate to reach out.

Thank you for your attention, and I look forward to our meeting.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]