

Board Meeting Confirmation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

Dear [Recipient's Name],

We are writing to confirm the details of the upcoming board meeting:

- **Date:** [Insert Meeting Date]
- **Time:** [Insert Meeting Time]
- **Location:** [Insert Meeting Location]
- **Agenda:** [Brief Agenda Items]

Please let us know if you will be able to attend or if you have any additional items you would like to discuss during the meeting.

Thank you and we look forward to your participation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Contact Information]