

# Board Meeting Notification

Dear [Board Member's Name],

We are pleased to inform you that the next board meeting is scheduled as follows:

- **Date:** [Date]
- **Time:** [Start Time] to [End Time]
- **Location:** [Venue/Conference Room]
- **Agenda:**
  - 1. [Agenda Item 1]
  - 2. [Agenda Item 2]
  - 3. [Agenda Item 3]

Please confirm your attendance by [RSVP Date]. We look forward to your valuable contributions during the meeting.

Best regards,  
[Your Name]  
[Your Position]  
[Organization's Name]  
[Contact Information]