

Board Meeting Agenda Notification

Dear [Board Member's Name],

This is to notify you that the upcoming board meeting is scheduled for:

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

Agenda:

1. Call to Order
2. Approval of Previous Meeting Minutes
3. Financial Report
4. Committee Reports
5. Old Business
6. New Business
7. Open Forum
8. Adjournment

Please confirm your attendance by [RSVP Date]. If you have any additional items to propose for the agenda, feel free to reply to this email.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]