

Notification of Intent to Attend School Board Meeting

Date: [Insert Date]

To: [School Board Name]

Address: [School Board Address]

Dear Members of the School Board,

I am writing to formally notify you of my intent to attend the upcoming school board meeting scheduled for [Insert Date of Meeting] at [Insert Time of Meeting], to be held at [Insert Location].

As a concerned parent/community member, I value the opportunity to engage in discussions pertaining to our school district's policies and the well-being of our students. I appreciate the board's efforts in fostering an inclusive environment for community participation.

I look forward to being present and contributing to the discussions that will take place.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]