

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Thank you for your invitation to attend the upcoming board meeting scheduled for [insert date] at [insert time]. I am pleased to confirm my attendance and look forward to contributing to the discussions.

Please let me know if there are any specific topics or materials that I should review in advance.

Thank you once again for the invitation. I look forward to seeing you soon.

Sincerely,

[Your Name]

[Your Contact Information]