

# Notice of Strategic Planning Board Meeting

Date: [Insert Date]

To: [Board Members' Names]

From: [Your Name/Organization]

Dear Board Members,

This is to formally notify you of the upcoming Strategic Planning Board Meeting scheduled for [Insert Date] at [Insert Time]. The meeting will be held at [Insert Location] / via [Insert Virtual Platform, if applicable].

The agenda will include:

- Review of current strategic objectives
- Discussion of new opportunities
- Evaluation of performance metrics
- Planning for the upcoming quarter

Please confirm your attendance by [Insert RSVP Date]. If you have any items you would like to add to the agenda, please send them to me by [Insert Deadline for Agenda Items].

Thank you, and I look forward to your contributions.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]