

Urgent Board Meeting Call

Date: [Insert Date]

To: [Board Member Names]

From: [Your Name]

Subject: Urgent Board Meeting Notification

Dear Board Members,

I hope this message finds you well. I am writing to call an urgent board meeting to discuss [specific urgent matter or issue]. Your presence and input are crucial as we navigate this situation.

Meeting Details:

- **Date:** [Insert Meeting Date]
- **Time:** [Insert Meeting Time]
- **Location:** [Insert Location or specify if virtual]

Please make it a priority to attend, as this matter requires our immediate attention. If you are unable to attend, kindly inform me at your earliest convenience.

Thank you for your prompt attention to this urgent matter.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]