

Invitation to Virtual Board Meeting

Dear Board Members,

We are pleased to invite you to our upcoming virtual board meeting scheduled for:

Date: [Insert Date]

Time: [Insert Time]

Platform: [Insert Platform, e.g., Zoom, Microsoft Teams]

The agenda for the meeting will include:

- Review of the previous meeting minutes
- Financial Updates
- New Business Proposals
- Open Forum

Please confirm your attendance by replying to this email.

Looking forward to your participation.

Best regards,

[Your Name]

[Your Position]

[Your Organization]