

Announcement of Special Board Guest

Date: [Insert Date]

To: All Board Members

Dear Board Members,

We are pleased to announce that [Guest Name], [Guest Title/Position], will be joining us as a special guest for our upcoming board meeting on [Meeting Date]. [He/She/They] will share insights on [specific topic or theme], and we believe this will be a valuable opportunity for discussion.

Please mark your calendars and be prepared to engage with [Guest Name] during the meeting.

Best regards,

[Your Name]

[Your Title]

[Your Organization]