

Board Attendance Confirmation

Dear [Board Member's Name],

This letter is to confirm your attendance at the upcoming board meeting scheduled for [Date] at [Time]. The meeting will be held at [Location].

Please find the agenda attached for your review. We look forward to your valuable contributions and insights during the meeting.

Thank you for your commitment to our organization.

Sincerely,

[Your Name]
[Your Position]
[Your Organization]
[Contact Information]