

# Board Meeting Closure Notification

Dear [Board Member's Name],

We would like to inform you that the board meeting scheduled for [Date] at [Time] has been officially closed.

Thank you for your participation and contributions during the discussions. We appreciate your dedication to our organization.

If you have any further questions or need additional information, please feel free to reach out.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]