

Notification of Upcoming Charity Board Meeting

Dear Board Members,

We are pleased to notify you of our upcoming charity board meeting scheduled for:

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

Agenda items will include:

- [Agenda Item 1]
- [Agenda Item 2]
- [Agenda Item 3]

Please confirm your attendance by [Insert Confirmation Deadline].

Thank you for your commitment to our cause. We look forward to seeing you there!

Best regards,
[Your Name]
[Your Position]
[Charity Name]