

Board Training Session Details

Dear [Board Member's Name],

We are pleased to invite you to the upcoming Board Training Session. Below are the details:

Session Details

- **Date:** [Date]
- **Time:** [Start Time] - [End Time]
- **Location:** [Venue/Online Platform]
- **Facilitator:** [Facilitator's Name]

Agenda

1. [Agenda Item 1]
2. [Agenda Item 2]
3. [Agenda Item 3]

Please confirm your attendance by [RSVP Date]. We look forward to your active participation.

Best regards,

[Your Name]

[Your Title]

[Your Organization]