

# Reminder: Upcoming Board Ethics Training

Dear [Board Member's Name],

This is a friendly reminder about the upcoming Board Ethics Training scheduled for [Date] at [Time]. Your attendance is important to ensure that we maintain the highest standards of governance.

Please confirm your attendance by responding to this email by [RSVP Date]. If you have any questions or concerns, feel free to reach out.

Thank you for your commitment and adherence to our ethical standards.

Best regards,

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