

Reminder: Upcoming Board Brainstorming Meeting

Dear [Board Member's Name],

This is a friendly reminder about our upcoming board brainstorming meeting scheduled for [Date] at [Time]. We will be meeting at [Location/Link to Virtual Meeting].

Please come prepared with your ideas and suggestions as we will be discussing important topics regarding [Brief Description of Topics].

If you have any questions or need to reschedule, please feel free to contact me.

Looking forward to a productive session!

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]