

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the invitation sent to you regarding the upcoming Board Ceremony scheduled for [Date]. We are excited about the event and would be honored by your presence.

As noted in our previous correspondence, the ceremony will take place at [Venue] starting at [Time]. It promises to be a memorable occasion with esteemed guests and important presentations.

Please let us know if you will be able to attend, as it will help us in making the necessary arrangements.

Thank you for considering our invitation. We look forward to your positive response.

Best regards,
[Your Name]
[Your Position]
[Your Organization]
[Contact Information]