

Dear [Recipient's Name],

We are writing to invite you to participate in a consultation regarding our board policy updates. Your insights and feedback are invaluable as we strive to enhance our governance and operational effectiveness.

Details of the Consultation:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location / Virtual Link]

Please RSVP by [RSVP Date] to confirm your attendance. If you have any topics you wish to discuss, feel free to include them in your response.

Thank you for considering this opportunity to contribute to our policy development process. We look forward to your participation.

Best regards,

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