

[Your Company Letterhead]

[Date]

[Board Member's Name]

[Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Board Member's Name],

Subject: Agenda for Upcoming Board Meeting

I hope this message finds you well. This letter serves as a formal notification of the upcoming Board of Directors meeting scheduled for [Date] at [Time]. The meeting will be held at [Location] or via [Virtual Platform].

****Agenda:****

1. Call to Order
2. Approval of Previous Meeting Minutes
3. Financial Update
4. Strategic Initiatives
5. Governance and Compliance
6. Open Discussion
7. Adjournment

Please review the attached documents prior to the meeting to prepare for our discussions. Should you have any additional agenda items or questions, feel free to reach out.

Thank you for your participation and dedication to our company.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]

[Contact Information]

[Enclosures: Relevant Documents]