

[Your Organization's Name]  
[Your Organization's Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Position]  
[Recipient's Organization]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Meeting Minutes from the PBA Meeting Held on [Date]

I am writing to provide you with the minutes from the recent PBA  
(Professional Business Association) meeting held on [Date] at [Location].

**\*\*Attendees:\*\***

- [Name, Position]
- [Name, Position]
- [Name, Position]
- [Name, Position]

**\*\*Agenda Items:\*\***

1. Opening Remarks

- [Summary of the discussion]

2. Review of Previous Minutes

- [Summary of the discussion]

3. Financial Report

- [Summary of the financial updates]

4. New Business

- [Discussion points]
- [Decisions made]

5. Action Items

- [List of action items] and responsible parties

6. Next Meeting

- [Date and time of the next meeting]

**\*\*Adjournment:\*\***

The meeting was adjourned at [Time].

Please review the above minutes and feel free to reach out if you have  
any questions or require further clarification.

Best regards,

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