

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Invitation to Board Meeting

We are pleased to invite you to attend the upcoming Board Meeting of [Organization Name] scheduled for [Date] at [Time]. The meeting will be held at [Location] / via [Virtual Platform/Link if applicable].

The agenda for the meeting will include the following items:

1. Call to Order
2. Approval of Previous Minutes
3. Financial Reports
4. Committee Updates
5. New Business
6. Open Forum
7. Adjournment

Please confirm your attendance by [RSVP Date] to ensure we have adequate arrangements in place. If you are unable to attend, we would appreciate receiving your input on the agenda items beforehand.

Thank you for your continued support and commitment to [Organization Name]. We look forward to your participation as we discuss critical issues and plan for our future endeavors.

Warm regards,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]

[Optional: Enclosure or attachment details]