

Formal letter to board members for meeting scheduling

Subject: Notice of Board Meeting

Dear Board Members,

This is to formally notify you of the upcoming board meeting scheduled for [date] at [time], to be held at [location]. The agenda includes [list key topics or attach agenda].

Kindly confirm your attendance at the earliest convenience. Your presence is highly valued as we discuss critical organizational matters.

Respectfully,

[Secretary/Organizer Name]

[Organization Name]

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