

Official confirmation for board or executive meeting

Subject: Confirmation of Attendance “ Board Meeting

Dear [Chairperson's Name],

I am confirming my attendance at the Board Meeting scheduled for [Date] at [Time], to be held at [Venue or Platform]. I have received the meeting documents and agenda and will review them prior to the session.

Please confirm if there are any pre-meeting briefings or additional materials that require my attention. I look forward to a productive discussion.

Sincerely,

[Your Name]

[Board Member Title]

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