**Invitation Letter Format**

****

**[Write Name Here]**

[Designation]

[Address]

[Contact]

**Date: 00/00/0000**

**Dear Mr. [Write name here]**

I am writing today to invite you to our upcoming Board Meeting. We will be holding the Board Meeting at {date and time} at {location}.

The issues which we will discuss at this session include {list of issues}. If you have any other topics which you’d like to bring up to us at the meeting, we invite you to add them to our meeting agenda.

Please let me know if you will be attending. You can email me at {address} or call me at {phone number}. I look forward to seeing you at the Board Meeting at {date and time} at {location}.

Sincerely,

**[Write Complete Name Here]**

[Contact]

