

Sample Business Letter for Urgent Notice of Board Meeting

[Your Company Letterhead]

[Date]

To: All Board Members

From: [Your Name], [Your Position]

Subject: Urgent Notice of Board Meeting

Dear Board Members,

This letter serves as an **urgent notice** for a Board of Directors meeting that requires your immediate attention and attendance. Due to pressing matters that require the board's prompt deliberation and decision-making, your participation is essential.

Meeting Details:

- **Date:** [Meeting Date]
- **Time:** [Meeting Time]
- **Location:** [Meeting Venue/Address or Virtual Meeting Link]

Proposed Agenda:

1. Call to Order and Roll Call
2. Review and Approval of Previous Minutes
3. Urgent Business Matters Requiring Immediate Attention:
 - [Brief description of Item 1]
 - [Brief description of Item 2]
4. Other Matters
5. Adjournment

Please make every effort to attend this meeting as your input is vital to the decision-making process at this critical time. If you are unable to attend, kindly notify the undersigned at the earliest convenience.

Thank you for your prompt attention to this urgent matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]