

# Formal Invitation Letter Sample for Board Members

This document provides a **formal letter with invitation sample for board members**, designed to professionally invite board members to meetings, events, or special occasions. It includes essential elements such as a polite greeting, clear details about the event's purpose, date, time, location, and RSVP instructions. The tone is respectful and concise, ensuring effective communication while maintaining formality and professionalism appropriate for corporate or organizational settings.

[Your Organization's Letterhead]

[Date]

[Board Member's Name]  
[Board Member's Title/Position]  
[Company/Organization Name]  
[Address Line 1]  
[Address Line 2]

Dear [Board Member's Name],

On behalf of the Board of Directors of [Organization Name], I am pleased to extend this formal invitation to you to attend our upcoming [meeting/event name], scheduled to be held on [date] at [time]. The event will take place at [venue/location], and its primary purpose is to [briefly state the purpose, e.g., discuss strategic goals, review financial performance, celebrate an achievement, etc.].

Your presence and valuable input are highly appreciated as we address important agenda items and work together towards the continued success of our organization.

Please confirm your attendance by [RSVP deadline], by replying to this letter or contacting [contact person's name, title] at [email address] or [phone number]. If you require any special accommodations, kindly let us know in advance.

Thank you for your dedication and service to [Organization Name]. We look forward to your participation.

Sincerely,

[Your Name]  
[Your Title/Position]  
[Organization Name]  
[Contact Information]