

Dear Board of Directors Member,

Our next Board of Directors meeting will be held on February 13–14, 2013. This meeting is scheduled in conjunction with our Professional Seminar (February 16–21) so that you may be able to attend both events.

As Directors your participation in the Professional Seminar is enthusiastically welcomed. We are again pleased to offer you a 50% discount off of the cost of the Professional Seminar. Your costs are \$498 per person, residential, and \$298 per person, nonresidential.

Please complete and return the Board of Directors Seminar Registration.

An excellent meeting is anticipated. TMI looks forward to your participation.

Sincerely,

A handwritten signature in blue ink, appearing to read "Carol".

Carol de la Herran

Executive Director/President

Sample Email Inviting Board Members To Meetings

Robert Ian Tricker



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