# CAB Invitation Template – Freshservice Change Enablement

## Subject:

Invitation to Join the Change Advisory Board (CAB)

## Message Body:

Dear [Stakeholder],

You’ve been nominated to participate in our Change Advisory Board (CAB). This group reviews upcoming changes to ensure technical readiness, minimize risk, and align with business goals.

CAB Meetings: Weekly on Thursdays at 2 PM

Initial Role: Reviewer for Infrastructure Changes

We’ll begin onboarding CAB members next week and send invites to our first review session.

Thank you for your expertise and commitment to quality change management.

## ITIL Alignment Notes:

* Change Enablement – Engages qualified stakeholders to assess the impact, urgency, and risk of proposed changes.
* Risk Management – Supports evaluation of potential business and operational disruptions.
* Governance and Accountability – Establishes a consistent decision-making body aligned with ITIL’s change governance principles.
* Continual Improvement – Incorporates diverse feedback to refine change processes over time.