

[Your Name]  
[Your Title]  
[Your Company]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Board Member's Name]  
[Board Member's Title]  
[Company/Organization Name]  
[Board Member's Address]  
[City, State, Zip Code]

Dear [Board Member's Name],

I am writing to bring to your attention [specific issue or topic] that requires the board's consideration.

[Provide details about the issue, including background information, relevant data, and the implications for the organization.]

I believe that addressing this matter is crucial for [state the benefits or potential positive outcomes for the organization].

Additionally, I recommend the following actions:

1. [Action Item 1]
2. [Action Item 2]
3. [Action Item 3]

I look forward to discussing this further during the upcoming board meeting. Thank you for your attention to this important matter.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company]