

Board Member Term Renewal

Date: [Insert Date]

[Board Member's Name]

[Board Member's Address]

[City, State, Zip Code]

Dear [Board Member's Name],

On behalf of the [Organization Name] Board of Directors, I would like to express our sincere gratitude for your contributions and commitment during your current term. We are pleased to inform you that your term is due for renewal.

Your leadership and insight have been invaluable to our organization's growth and success. We would be delighted to have you continue serving on the board for another term.

Please indicate your willingness to renew your term by signing and returning the enclosed agreement by [Insert Deadline]. If you have any questions or would like to discuss this further, feel free to reach out.

Thank you once again for your dedication and service to [Organization Name]. We look forward to your continued involvement.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]