

# Board Member Attendance Assessment

Date: [Insert Date]

To: [Board Member's Name]

From: [Your Name]

Subject: Attendance Assessment

Dear [Board Member's Name],

We are conducting an annual assessment of board member attendance. Your participation in board meetings is crucial for the effective governance of our organization.

According to our records, your attendance at the meetings for the past year is as follows:

| Date     | Meeting Type | Attendance       |
|----------|--------------|------------------|
| [Date 1] | [Type 1]     | [Present/Absent] |
| [Date 2] | [Type 2]     | [Present/Absent] |

Your overall attendance percentage is: [Insert Percentage] %.

We appreciate your commitment to our organization and encourage you to maintain or improve your attendance in future meetings.

If you have any questions or concerns regarding this assessment, please do not hesitate to reach out.

Thank you for your dedication and service.

Sincerely,

[Your Name]  
[Your Position]  
[Organization Name]