

Board Contract Renewal Discussion

Dear [Board Member's Name],

I hope this message finds you well. As we approach the end of your current term on the board, it is important for us to discuss the renewal of your contract.

We value your contributions and would like to ensure that we are aligned in our expectations and goals moving forward. I would appreciate it if we could schedule a meeting to discuss your experience on the board so far and any thoughts you may have regarding the upcoming term.

Could you please let me know your availability for the following dates? [Propose dates and times]. If none of these work for you, feel free to suggest an alternative.

Thank you for your attention to this matter. I look forward to our conversation and continuing our collaboration.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]