

Board Contract Terms Review

Date: [Insert Date]

To: [Recipient Name]

Title: [Recipient Title]

Organization: [Recipient Organization]

Address: [Recipient Address]

Dear [Recipient Name],

We are writing to initiate a review of the contract terms associated with the board agreement between [Your Organization Name] and [Recipient Organization Name]. It is important for us to ensure that all terms are clearly defined and aligned with our mutual objectives.

Please find attached the current contract for your reference. We would like to schedule a meeting to discuss the following key areas:

- Duration of the contract
- Compensation and benefits
- Confidentiality clauses
- Termination conditions
- Any additional terms that may need revision

We appreciate your attention to this matter and look forward to your feedback. Please let us know your availability for a meeting within the next two weeks.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]