

Policy Change Notification

Date: [Insert Date]

To: [Board Director's Name]

From: [Your Name]
[Your Position]
[Your Organization]

Dear [Board Director's Name],

We would like to inform you of a recent change in our board policies that will take effect on [Effective Date]. This change has been made in order to [Brief Reason for Change].

The specific policy changes are as follows:

- [Policy Change 1 Description]
- [Policy Change 2 Description]
- [Policy Change 3 Description]

We believe these changes will enhance our governance practices and support our strategic goals. Your understanding and cooperation in this matter are greatly appreciated.

If you have any questions or require further clarification regarding these changes, please do not hesitate to reach out.

Thank you for your attention.

Sincerely,
[Your Name]
[Your Position]
[Your Organization]