

# Dear [Board Member's Name],

I hope this message finds you well. As we prepare for our upcoming board meeting scheduled for [date], I would like to take this opportunity to remind everyone of the importance of upholding ethical conduct during our discussions and decision-making processes.

It is crucial that we adhere to our established Code of Ethics, ensuring that our actions reflect our commitment to integrity, transparency, and respect for one another. As board members, we are entrusted with responsibilities that impact [organization's name] and our stakeholders.

Please remember to:

- Respect diverse opinions and foster an inclusive environment.
- Avoid conflicts of interest and disclose any potential conflicts that may arise.
- Act in the best interest of the organization at all times.

Your cooperation in adhering to these principles is essential for maintaining trust and confidence in our board's governance.

Thank you for your attention to this important matter. I look forward to our productive meeting.

Best regards,

[Your Name]

[Your Position]

[Organization's Name]