

# Board Director Action Items

Date: [Insert Date]

To: [Board Director's Name]

From: [Audit Committee Chair's Name]

Subject: Action Items from Audit Committee Report

**Dear [Board Director's Name],**

Below please find the action items identified from the recent Audit Committee report:

1. **Action Item 1:** [Description of action item]  
*Due Date: [Insert Due Date]*
2. **Action Item 2:** [Description of action item]  
*Due Date: [Insert Due Date]*
3. **Action Item 3:** [Description of action item]  
*Due Date: [Insert Due Date]*

Please ensure that these action items are addressed in a timely manner. We appreciate your attention to these important matters.

Thank you for your cooperation.

**Sincerely,**

[Your Name]

[Your Title]

[Organization Name]