

# Letter Template for Leadership Transition Discussion

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Leadership Transition Discussion

Dear [Recipient's Name],

I hope this message finds you well. I am writing to initiate a discussion about the upcoming leadership transition within our board of directors. As we are aware, effective transitions are crucial for maintaining continuity and ensuring the strategic direction of our organization.

In light of this, I propose we schedule a meeting to discuss the following key points:

- Current leadership roles and responsibilities
- Potential candidates for leadership positions
- Timeline for the transition process
- Strategies for a smooth handover

Please let me know your availability for a meeting within the next couple of weeks. I believe it is vital that we approach this transition thoughtfully and collaboratively.

Thank you for your attention to this important matter. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]