

Board Director Contract Review and Renewal

Date: [Insert Date]

To: [Director's Name]

From: [Your Name]

Subject: Review and Renewal of Board Director Contract

Dear [Director's Name],

As we approach the expiration date of your current contract as a Board Director, we would like to initiate the review process for the renewal of your contract. Your contributions to [Company Name] over the last [duration] have been invaluable, and we appreciate your dedication and hard work.

In preparation for the upcoming review, we kindly ask you to provide any feedback regarding your current contract and suggest any changes or improvements you would like to discuss. We believe it is essential to ensure that mutual expectations are clear and aligned moving forward.

Please confirm your availability for a meeting during the week of [insert date] to discuss this further. We look forward to your insights and continuing our successful partnership.

Thank you for your attention to this important matter.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]