

Letter of Exploration for Contract Renewal

[Your Name]
[Your Position]
[Company Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Board Director's Name]
[Board Director's Position]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Board Director's Name],

I hope this message finds you well. As we approach the end of your current term as a board director with [Company Name], I would like to initiate a discussion regarding the options for your contract renewal.

Given your valuable contributions to the board and the strategic direction of our company, we believe it is important to explore all possible avenues for continuing our partnership. Please review the attached outline of potential options for renewal, including possible terms, responsibilities, and timelines.

We would appreciate the opportunity to discuss this further and hear your thoughts. Could we schedule a meeting in the upcoming weeks to explore this matter? Your insights are crucial to our decision-making process.

Thank you for your continued service and commitment to [Company Name]. I look forward to your response.

Best regards,

[Your Name]
[Your Position]
[Company Name]