

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

[Recipient's Name]
[Recipient's Title]
[Recipient's Company]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I wanted to follow up regarding our recent discussion about the renewal of your board director contract. As we both understand, your contributions have significantly impacted our organization's success, and we are eager to continue our partnership.

Could we schedule a time to further discuss the details and next steps? Please let me know your availability in the coming days.

Thank you for your attention to this matter. I look forward to hearing from you soon.

Best regards,
[Your Name]
[Your Title]