

Inquiry Letter for Board Director Contract Reappointment

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the reappointment process for my position as a Board Director at [Company/Organization Name]. As my current contract is approaching expiration, I would like to understand the necessary steps to ensure my continued service.

Additionally, I would appreciate any updates regarding the criteria and timeline for the reappointment process. Please let me know if there are any documents or information you require from my side to facilitate this process.

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

Sincerely,
[Your Name]