

Subject: Notification of Upcoming Contract Renewal

Dear [Board Director's Name],

We hope this message finds you well. We would like to take this opportunity to inform you that your current contract as a board director is set to expire on [expiration date]. As per our records, we are approaching the date for the renewal of your contract.

We value your contributions and commitment to [Organization Name], and we would like to discuss the renewal of your contract. We believe it is important to review your performance and the impact of your leadership over the past term.

Please let us know your availability for a meeting to discuss this matter further. We appreciate your dedication to our board and look forward to continuing our partnership.

Thank you for your attention to this important matter.

Best regards,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]