

# Letter of Accountability in Media Relations

Date: [Insert Date]

[Your Name]

[Your Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Board Member's Name],

This letter serves as a formal reminder of your responsibilities as a board director in relation to our media interactions. Given the significance of our public image, it is crucial that all communications with the media reflect the values and mission of [Organization Name].

You are expected to adhere to the following principles in all media relations:

- Maintain transparency and honesty in all communications.
- Ensure that any statements made are accurate and well-informed.
- Coordinate with the communication team before engaging with journalists.
- Respect the confidentiality of sensitive information.

Failure to comply with these guidelines may result in misrepresentation of our organization and could damage our reputation. We count on your cooperation and commitment to uphold the highest standards of accountability.

Thank you for your attention to this important matter. Please acknowledge receipt of this letter by signing and returning the enclosed copy.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

Enclosure: Acknowledgment Copy