

# Board Director Inventory Assessment

Date: [Insert Date]

To: [Board Director's Name]

[Board Director's Address]

[City, State, Zip Code]

Dear [Board Director's Name],

As part of our ongoing commitment to effective governance and strategic oversight, we are conducting an inventory assessment of the Board of Directors. This process aims to evaluate the skills, experiences, and contributions of each director to enhance our board's overall effectiveness.

We kindly ask you to complete the attached inventory form, which includes questions regarding your professional background, areas of expertise, and any notable contributions you have made during your tenure on the board.

Please return the completed inventory to [Contact Person's Name] at [Email Address] by [Due Date]. Your input is invaluable in helping us assess our current strengths and identify opportunities for improvement.

Thank you for your continued dedication and service to our organization. If you have any questions or require assistance, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]