

[Your Name]

[Your Position]

[Your Company]

[Date]

[Board Member's Name]

[Board Member's Position]

[Board Member's Company]

Dear [Board Member's Name],

I hope this message finds you well. As we prepare for the upcoming board meeting scheduled for [Date of Meeting], I would like to request your input on [specific topics or areas]. Your expertise and insights would be incredibly valuable to our discussions.

Please send your feedback by [specific deadline], so we can integrate your thoughts into the agenda. If you have any questions or need further details, feel free to reach out.

Thank you for your attention and contributions to our upcoming meeting.

Sincerely,

[Your Name]

[Your Position]

[Your Company]