

Acknowledgement of Board Meeting Minutes

Date: [Insert Date]

To: [Board Member Name]

[Board Member Address]

Dear [Board Member Name],

We acknowledge the receipt of your consent regarding the minutes of the board meeting held on [Insert Date of Meeting]. Your feedback has been taken into consideration and the minutes have been finalized accordingly.

If you have any further comments or adjustments, please feel free to reach out.

Thank you for your commitment and attendance.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]