

# Confirmation of Board Meeting Minutes Ratification

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Organization: [Recipient's Organization]

Dear [Recipient's Name],

This letter serves as confirmation that the minutes from the board meeting held on [Insert Meeting Date] have been reviewed and ratified. The board members present during the meeting unanimously approved the minutes as an accurate record of our discussions and decisions.

Key decisions made during the meeting include:

- [Decision 1]
- [Decision 2]
- [Decision 3]

If you have any questions or require further information, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]