

# Notification of Acceptance of Board Meeting Minutes

Date: [Insert Date]

To: [Board Member's Name]

From: [Your Name]

Subject: Acceptance of Board Meeting Minutes

Dear [Board Member's Name],

This letter serves as a notification regarding the acceptance of the minutes from the board meeting held on [Insert Meeting Date]. After careful review, the minutes have been approved by the board members present.

For your reference, the meeting minutes have been attached.

Should you have any questions or require further clarification, please do not hesitate to reach out.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]