

Subject: Request for Feedback on Board Meeting Minutes

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request your feedback on the minutes from our recent board meeting held on [Date]. Your insights are invaluable in ensuring the accuracy and comprehensiveness of the record.

Please take a moment to review the attached minutes and share any comments or suggestions you may have by [Deadline Date]. Your input will greatly assist us in finalizing the document.

Thank you for your attention to this matter. I look forward to your feedback.

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]