

# Board Decision Announcement

Date: [Insert Date]

To: [Recipient Name]

From: [Board Name]

Subject: Announcement of Board Decision

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Dear [Recipient Name],

We are writing to inform you of a decision made by the Board during our recent meeting held on [Insert Meeting Date]. After careful consideration and discussion, the Board has decided to [briefly state the decision, e.g., approve the new project, increase the budget, etc.].

This decision was made in light of [provide rationale, such as market analysis, financial reviews, or stakeholder input]. We believe this course of action will [state expected outcomes, e.g., benefit our community, improve our services, etc.].

We appreciate your continued support and commitment to [Organization Name]. If you have any questions regarding this decision, please feel free to reach out to us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]