

# Board Expansion Notification

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Notice of Board Expansion

Dear [Recipient's Name],

We are pleased to announce that [Company/Organization Name] will be expanding its board of directors to enhance our governance and oversight capabilities. This decision follows a thorough evaluation of our current organizational needs and future growth strategies.

The following changes will take effect on [Insert Effective Date]:

- Appointment of [New Board Member's Name] as the [Position Title] to serve a [Term Length] term.
- Creation of the [New Committee Name] to focus on [Committee Focus Area].
- Introduction of [New Officer Title or Role] to support [Specific Mission/Goals].

We believe these changes will bring valuable perspectives and expertise to our board and align with our mission to [Insert Mission Statement].

We appreciate your support and look forward to the positive impact this expansion will bring. Should you have any questions, please do not hesitate to reach out.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Company/Organization Name]

[Contact Information]