

# Board Policy Change Briefing

Date: [Insert Date]

To: [Board Members/Relevant Stakeholders]

From: [Your Name/Position]

Subject: Briefing on Proposed Board Policy Change

Dear [Board Members/Stakeholders],

I am writing to inform you of a proposed change to our board policy that will be discussed in our upcoming meeting on [Insert Date]. The proposed changes are intended to [briefly explain the purpose of the policy change].

## Overview of Proposed Changes:

- [Change 1: Brief description]
- [Change 2: Brief description]
- [Change 3: Brief description]

## Impact of Changes:

The proposed changes will [outline potential impacts on organization, staff, or stakeholders].

## Next Steps:

Please review the proposed changes in preparation for our discussion. I encourage all board members to consider the implications and provide feedback during the meeting.

Thank you for your attention to this important matter.

Best regards,

[Your Name]

[Your Position]

[Organization Name]