

# Board Policy Clarification

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Clarification of Board Policy [Policy Number/Title]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to clarify certain aspects of the board policy regarding [specific topic of the policy]. It has come to my attention that there may be some misunderstandings surrounding this policy that need to be addressed.

The key points of the policy are as follows:

- [Key Point 1]
- [Key Point 2]
- [Key Point 3]

To be specific, [provide explanation or details regarding the clarification needed].

If you have any further questions or need additional information regarding this policy, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]  
[Your Title]  
[Your Organization]