

Notice of Board Procedural Changes

Date: [Insert Date]

To: [Board Members/Recipient Names]

From: [Your Name/Position]

Subject: Implementation of New Board Procedures

Dear [Board Members/Recipient Names],

I hope this message finds you well. As part of our continuous efforts to enhance our governance practices, we are implementing several changes to our board procedures effective [Insert Effective Date]. These adjustments aim to streamline our processes and improve overall efficiency.

Summary of Changes:

- Change 1: [Description of change]
- Change 2: [Description of change]
- Change 3: [Description of change]

We believe that these changes will benefit our organization and strengthen our decision-making process. A detailed document outlining the specific adjustments will be distributed shortly.

Please feel free to reach out if you have any questions or concerns regarding these procedural changes.

Thank you for your attention and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]