

Board Effectiveness Review

Date: [Insert Date]

To: [Name of Recipient]

[Title]

[Organization Name]

[Address]

Dear [Recipient's Name],

We are writing to inform you of the upcoming board effectiveness review scheduled for [insert date]. This review aims to assess the performance and contributions of the board members in relation to our organizational goals.

As part of this process, we kindly request your cooperation in completing the attached questionnaire and providing your insights regarding the board's operations, dynamics, and overall effectiveness. Your feedback is invaluable and will contribute to our continuous improvement efforts.

Please submit your completed questionnaire by [insert deadline]. After the review, we will convene a meeting to discuss the findings and develop action plans based on the feedback received.

Thank you for your attention and commitment to enhancing our board's performance. Should you have any questions, please feel free to reach out.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]