

Notification of Suspected Board Ethics Breach

Date: [Insert Date]

To: [Insert Recipient's Name]

[Insert Recipient's Title]

[Insert Organization's Name]

[Insert Organization's Address]

Dear [Insert Recipient's Name],

I am writing to formally notify you of a suspected breach of ethics concerning the conduct of the board members. It has come to our attention that [Insert Brief Description of the Incident or Concern]. As per our organization's policies, we take such matters very seriously and are committed to maintaining the highest standards of ethical conduct.

We believe it is necessary to investigate this matter to ensure transparency and uphold the integrity of our board. We would like to schedule a meeting to discuss this matter further and outline the steps we will take moving forward.

Please confirm your availability for a meeting at your earliest convenience. We appreciate your cooperation in addressing this issue promptly.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]