

Follow-Up on Board Discussion

Date: [Insert Date]

To: [Board Member's Name]

From: [Your Name]

Subject: Follow-Up on Recent Board Meeting

Dear [Board Member's Name],

I hope this message finds you well. I wanted to follow up on our recent board meeting held on [Insert Date]. During our discussions, we covered several important topics, including [Briefly list topics discussed].

To ensure we are all aligned and to address any outstanding questions or concerns, please find the key points summarized below:

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

Additionally, I would like to confirm the next steps as discussed:

1. [Next Step 1]
2. [Next Step 2]
3. [Next Step 3]

If you have any further thoughts or need additional information, please do not hesitate to reach out. I appreciate your active participation and valuable insights.

Thank you for your attention to these matters. I look forward to our continued collaboration.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]