

# Board Emergency Action Notification

Date: [Insert Date]

To: [Insert Board Member's Name]

**Subject: Urgent: [Insert Subject of Emergency]**

Dear [Insert Board Member's Name],

We are writing to inform you of an urgent situation that requires immediate attention and action from the Board.

[Briefly state the emergency situation and its implications. Include any critical details that need to be addressed.]

We propose convening an emergency board meeting on [Insert Date and Time] to discuss and take action on this matter. Your prompt response will be crucial in addressing this urgent issue.

Please confirm your availability for the proposed meeting time or suggest an alternative if necessary.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Organization's Name]

[Contact Information]