

# Board Project Validation Request

Date: [Insert Date]

To: [Board Member Name]

Position: [Board Member Position]

Organization: [Organization Name]

Dear [Board Member Name],

I hope this message finds you well. I am writing to formally request the board's validation for the [Project Name] that aims to [briefly describe the project purpose].

This project aligns with our strategic goals, particularly [mention specific goals]. We have conducted a detailed analysis and compiled the necessary documentation, which includes [briefly list documents].

The project is expected to deliver [mention expected outcomes] and has the support of [mention any stakeholders or teams involved].

We believe that with your validation, we can proceed with the next steps, including [mention any next steps]. I am happy to discuss this further and answer any questions you might have.

Thank you for considering this request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]