

Legal Reminder for Board Directors

Date: [Insert Date]

To: [Board Director's Name]

Position: [Board Director's Position]

[Company Name]

[Company Address]

Dear [Board Director's Name],

This letter serves as a legal reminder regarding your duties and responsibilities as a Board Director of [Company Name]. It is important to ensure that all governance matters are conducted in accordance with applicable laws and regulations.

As a member of the Board, you are required to:

- Act in the best interests of the company and its shareholders.
- Maintain confidentiality of sensitive company information.
- Disclose any potential conflicts of interest.
- Ensure compliance with fiduciary duties.

Please acknowledge receipt of this letter and confirm your understanding of these obligations by signing and returning the enclosed copy.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Your Contact Information]

Enclosure: Acknowledgment Form