

Board Member Conduct Review

Date: [Insert Date]

To: [Board Member's Name]

[Board Member's Position]

[Organization Name]

[Organization Address]

Dear [Board Member's Name],

This letter serves as a formal notification regarding a conduct review pertaining to your recent actions as a member of the Board of [Organization Name]. It has come to our attention that certain behaviors may not align with our organizational standards and values.

Details of the incidents under review include:

- [Incident 1 Description]
- [Incident 2 Description]
- [Incident 3 Description]

We would like to schedule a meeting on [Insert Date] at [Insert Time] to discuss these matters further. Please confirm your availability for this meeting.

We appreciate your attention to this serious matter and look forward to your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]