

Board Member Disciplinary Charges

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter serves to formally notify you of disciplinary charges brought against you in your capacity as a Board Member of [Organization Name]. The following charges have been documented:

- Charge 1: [Description of the charge]
- Charge 2: [Description of the charge]
- Charge 3: [Description of the charge]

As a Board Member, you are expected to adhere to the standards of conduct set forth in our bylaws and code of ethics. Your actions have been found to violate these standards as detailed above.

You have the right to respond to these charges. Please submit your written response by [Response Deadline]. A meeting will be scheduled to discuss the allegations and your response further.

We encourage you to take this matter seriously and to seek any necessary counsel to prepare your response.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]