

Board Member Reconciliation

Date: [Insert Date]

To: [Board Member's Name]

Address: [Board Member's Address]

Dear [Board Member's Name],

I hope this message finds you well. As we continue to strengthen our organization and its commitment to our mission, it is essential that we engage in a process of reconciliation among our board members. I believe this will foster collaboration and enhance our collective efforts moving forward.

Please find below the details pertinent to our upcoming reconciliation meeting:

- Date: [Insert Meeting Date]
- Time: [Insert Meeting Time]
- Location: [Insert Meeting Location]
- Agenda: [Brief overview of topics to discuss]

Kindly confirm your attendance at your earliest convenience. Your insights and perspectives are invaluable as we work together to resolve any differences and align our goals.

Thank you for your dedication to our board and its mission. I look forward to your positive response.

Warm regards,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]