

# Board Skills Gap Analysis

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Board Skills Gap Analysis

Dear [Recipient's Name],

I hope this message finds you well. As part of our ongoing efforts to enhance the effectiveness and strategic direction of our board of directors, we have conducted a skills gap analysis to identify areas where we may need additional expertise or experience.

## Current Skills Inventory

- [Skill 1]
- [Skill 2]
- [Skill 3]
- [Skill 4]
- [Skill 5]

## Identified Gaps

- [Gap 1]
- [Gap 2]
- [Gap 3]

## Action Plan

To address these gaps, we propose the following action steps:

1. [Action Step 1]
2. [Action Step 2]
3. [Action Step 3]

We believe that closing these skills gaps will strengthen our board and improve our overall governance. I look forward to discussing this with you further.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]  
[Your Position]  
[Your Organization]