

# Board Decision Communication

Date: [Insert Date]

To: [Recipient Name]

Title: [Recipient Title]

Organization: [Recipient Organization]

Address: [Recipient Address]

Dear [Recipient Name],

We are writing to inform you of a recent decision made by the Board of Directors regarding [Brief Description of the Matter]. After careful consideration and discussion, the Board has reached the following conclusion:

## **Decision:**

[Detail the decision made by the Board]

## **Rationale:**

[Explain the reasons for the decision]

This decision will be implemented on [Effective Date]. We believe this course of action will [Briefly State Expected Outcomes].

If you have any questions or require further information, please feel free to reach out to us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]