

Board Compensation Analysis Request

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request an analysis of the compensation packages for our board members, as discussed in our recent meeting.

The purpose of this analysis is to ensure our compensation strategy is in alignment with industry standards and reflects the contributions of our board members effectively. Specifically, we would like to review:

- Current compensation structures and benefits
- Comparative data against industry benchmarks
- Recommendations for adjustments if necessary

We believe this analysis will provide valuable insights and help in making informed decisions regarding board compensation. Please let me know if you need any further details or if we need to schedule a follow-up meeting.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]