

Board Pay Structure Review

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

Dear [Recipient Name],

We are writing to inform you of the upcoming review of the pay structure for the board members of [Company Name]. As part of our commitment to ensuring fair and competitive compensation, we are assessing current practices in relation to market trends and organizational performance.

In this review, we will take into consideration factors such as:

- Industry standards and benchmarks
- Performance metrics
- Company financial performance
- Stakeholder feedback

We encourage input from all board members and stakeholders to ensure a comprehensive evaluation. Please submit your feedback by [Insert Deadline].

We appreciate your attention to this important matter and look forward to your contributions to facilitate an informed decision.

Best regards,

[Your Name]

[Your Title]

[Company Name]