

Request for Board Ethics Training Scheduling

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Organization: [Organization's Name]

Address: [Organization's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the scheduling of ethics training for our board members. As we strive to uphold the highest standards of integrity and accountability, it is essential that our team is well-versed in ethical practices and regulations.

We believe that such training will not only enhance our understanding of ethical responsibilities but will also foster a culture of transparency and trust within our organization.

Could you please provide us with available dates and times for the training session? Additionally, if there are any specific topics or materials you recommend covering, we would greatly appreciate your input.

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

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]