

Letter Addressing Board Member Concerns

Date: [Insert Date]

[Board Member's Name]

[Board Member's Title]

[Organization's Name]

[Organization's Address]

Dear [Board Member's Name],

Thank you for reaching out regarding your concerns about [specific issue]. I appreciate your dedication to our organization's success and your commitment to addressing potential challenges.

We take the matter seriously and have already initiated steps to [briefly outline the actions taken or plans in place]. I believe that by working together, we can find an effective solution that aligns with our shared goals.

I would like to propose a meeting to discuss this further and ensure all board members are aligned. Please let me know your availability for a call or a meeting at your earliest convenience.

Thank you once again for your valuable input.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]