

Board Member Issue Acknowledgment

Date: [Insert Date]

[Board Member's Name]

[Board Member's Address]

[City, State, ZIP]

Dear [Board Member's Name],

We acknowledge the concerns you raised regarding [specific issue]. We appreciate your commitment to ensuring that our board operates effectively and transparently.

We are currently reviewing your concerns and will discuss them in our upcoming board meeting scheduled for [insert date]. Your input is valuable to us, and we want to ensure that all voices are heard.

Thank you for bringing this matter to our attention.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]