Clarification of Misunderstanding

Date: [Insert Date]

[Your Name]

[Your Title]

[Organization Name]

[Organization Address]

Dear [Board Member's Name],

I hope this message finds you well. I am writing to clarify a misunderstanding that arose during our recent board meeting on [insert date of meeting].

It was brought to my attention that there may have been some confusion regarding [briefly describe the misunderstood topic or issue]. I believe it is essential for us to address this matter to ensure everyone is on the same page moving forward.

To clarify, [provide clear information or corrections regarding the misunderstanding]. This clarification is vital for maintaining the integrity of our board discussions and decisions.

Thank you for your understanding, and I appreciate your attention to this matter. Please do not hesitate to reach out if you have any further questions or if you would like to discuss this in more detail.

Warm regards,

[Your Signature]

[Your Name]

[Your Title]

[Your Email]

[Your Phone Number]