

Board Policy Modification Outline

Date: [Insert Date]

To: [Board Member Names/Positions]

From: [Your Name/Position]

Subject: Proposal for Modification of Board Policy

1. Introduction

Briefly introduce the purpose of the letter.

2. Current Policy Overview

Summarize the existing policy and its intent.

3. Proposed Modifications

- Modification 1: [Describe the modification]
- Modification 2: [Describe the modification]
- Modification 3: [Describe the modification]

4. Rationale for Changes

Explain the reasons for the proposed modifications.

5. Implementation Plan

Outline how the modifications will be implemented.

6. Conclusion

Provide a closing statement and invite questions.

Thank you for considering these suggested modifications.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]