

Proposed Board Policy Update

Date: [Insert Date]

To: [Board Members/Specific Board Position]

From: [Your Name/Position]

Subject: Proposal for Board Policy Update

Dear [Board Members/Specific Name],

I hope this message finds you well. I am writing to propose an update to the current board policy regarding [insert specific policy topic]. This update aims to [briefly state the purpose of the update and its importance].

Proposed Changes:

- [Briefly describe the first proposed change]
- [Briefly describe the second proposed change]
- [Continue as necessary]

The rationale behind these changes includes:

1. [Reason 1]
2. [Reason 2]
3. [Continue as necessary]

I believe that these updates will enhance our [mention the goals or values of the organization], and I look forward to discussing this further during our upcoming board meeting.

Thank you for considering this proposal. Please feel free to reach out if you have any questions or require further information.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]