

Board Protocol Change Announcement

Date: [Insert Date]

Dear [Board Member's Name],

We are writing to inform you of a change in our board protocols that will take effect starting [Effective Date]. This change has been implemented to enhance our operational efficiency and improve overall governance.

Overview of Changes:

- [Detail Change 1]
- [Detail Change 2]
- [Detail Change 3]

We believe that these modifications will greatly benefit our organization and streamline our decision-making processes.

If you have any questions or concerns regarding these changes, please do not hesitate to reach out to me directly at [Your Email] or [Your Phone Number].

Thank you for your attention and cooperation.

Sincerely,

[Your Name]

[Your Title]

[Company/Organization Name]