

Board Protocol Issue Alert

Date: [Insert Date]

To: [Board Member Names]

From: [Your Name]

Subject: Alert Regarding Board Protocol Issue

Dear Board Members,

I hope this message finds you well. I am writing to inform you of a potential issue that has arisen concerning our board protocols, specifically relating to [briefly describe the issue].

It has been brought to my attention that [provide details about the issue, including any specific incidents or breaches]. This may have implications for our operations and governance, and it is crucial that we address this matter promptly.

To ensure clarity and compliance with our established protocols, I recommend that we convene a meeting to discuss this issue in detail. Please let me know your availability for the upcoming week, so we can coordinate a suitable time for all.

Your cooperation and attention to this matter are greatly appreciated.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]