



BOYS & GIRLS CLUBS
OF GREATER SAVANNAH

VIA FIRST CLASS
CERTIFIED MAIL

APRIL 9, 20XX

Vergie Williams
1111 E. 41st Street
Savannah, GA 31404

Subject: Boys & Girls Club Board of Directors

Dear Ms. Williams,

First, let me thank you for your service to the Boys & Girls Clubs of Greater Any Town. Your investment of time and talent into our organization is greatly appreciated.

It is with our ongoing desire to keep board members active and engaged that I write concerning your ability to participate as a member of the Board of Directors of the Boys & Girls Clubs of Greater XXXXX (B&GCGX).

In accordance with our Board Member Participation Standards, we are requesting those members who are completing a term of service communicate an interest in re-nomination or transitioning off the board of directors. Please communicate your choice via emailing me at _____ or call me at _____ to discuss. I am enclosing a list of requirements for 200X if your choice is to continue your service as a board member.

Thank you for your concern the children who need us most. If I do not hear from you by _____, I will consider that a desire to not continue your active service on the board of directors.

Sincerely,

John F. XXXXX
Board President