

[Your Organization's Letterhead]

[Date]

To: Board of Directors  
[Organization Name]  
[Board Member Names, if applicable]  
[Address Line 1]  
[Address Line 2]

**Subject:** Notification of Loss

**Reference:** [Brief reference to the loss/incident]

Dear Board Members,

I am writing to formally notify you of a loss that has occurred within [Organization Name] on [Date of Loss]. The incident pertains to [type of loss, e.g., financial loss, asset loss, data breach, etc.] and was discovered on [date of discovery, if different from date of loss].

**Description of Loss:**

[Provide a concise but comprehensive description of the loss, what happened, how it happened, and who was involved, if known.]

**Immediate Actions Taken:**

[Describe any steps taken immediately to contain or mitigate the loss.]

**Next Steps:**

[Outline further investigations, corrective actions, policy changes, or reporting obligations that will follow.]

We are committed to maintaining transparency and ensuring the appropriate actions are taken as per our policies and regulatory requirements. Please let us know if further information or discussion is required at the forthcoming board meeting.

Sincerely,

[Your Name]  
[Your Position/Title]  
[Contact Information]

**Important Notes:**

- Ensure full and factual disclosure of the loss details.
- Maintain confidentiality and follow internal reporting procedures.
- Attach relevant documentation, if available.
- Review and comply with legal or regulatory obligations when notifying the board.
- Timeliness and transparency are critical in loss notifications.