

Board Member Appointment Update

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Address]

[City, State, ZIP]

Dear [Recipient Name],

We are pleased to inform you that during the recent board meeting held on [Insert Meeting Date], the board of directors appointed [New Board Member's Name] as a new member of the board effective [Effective Date].

[New Board Member's Name] brings a wealth of experience in [briefly describe the relevant experience or qualifications] and will be a valuable addition to our team.

We look forward to their contributions as we continue to pursue our organizational goals. Please join us in welcoming [New Board Member's Name] to the board.

If you have any questions or would like to discuss this appointment further, please feel free to reach out.

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Title]

[Company/Organization Name]

[Contact Information]