

Board Membership Confirmation

Date: [Insert Date]

To: [Board Member's Name]

[Board Member's Address]

Dear [Board Member's Name],

We are pleased to confirm your membership on the Board of [Organization Name], effective [Start Date]. Your experience and expertise will be invaluable to us as we strive to achieve our goals and serve our community.

Your term will last until [End Date]. We look forward to your active participation in our meetings and initiatives.

Thank you for accepting this important role.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Organization Address]

[Organization Contact Information]