

Board Membership Notification

Date: [Insert Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to inform you that you have been appointed to the Board of Directors of [Organization Name], effective [Start Date]. Your experience and leadership will be invaluable as we work towards our goals.

Your term will last for [Duration of Term], and we look forward to your contributions during this time.

Should you have any questions or require further information, please do not hesitate to contact me at [Your Contact Information].

Welcome to the board!

Sincerely,

[Your Name]
[Your Title]
[Organization Name]