

# Trustee Appointment Approval

Date: [Insert Date]

To: [Trustee's Name]

[Trustee's Address]

[City, State, Zip Code]

Dear [Trustee's Name],

We are pleased to inform you that your appointment as a trustee of [Organization's Name] has been approved. Your commitment and expertise will be invaluable in overseeing the administration, management, and growth of our organization.

The board appreciates your willingness to serve in this capacity, and we look forward to your contributions. Please confirm your acceptance of this appointment by signing and returning the enclosed acceptance form by [Insert Deadline Date].

If you have any questions regarding your role or responsibilities, please do not hesitate to reach out.

Congratulations and welcome to the team!

Sincerely,

[Your Name]

[Your Position]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]