

# Trustee Appointment Notification

Date: [Insert Date]

[Trustee Name]

[Trustee Address]

[City, State, ZIP Code]

Dear [Trustee Name],

We are pleased to inform you that you have been appointed as a Trustee for [Organization/Trust Name]. This appointment is effective as of [Effective Date]. Your responsibilities will include [Brief Description of Responsibilities].

We have confidence in your ability to fulfill this role and contribute positively to the objectives of [Organization/Trust Name]. Your knowledge and experience will be invaluable to us.

Please confirm your acceptance of this appointment by signing and returning the enclosed copy of this letter by [Response Deadline].

Thank you for your willingness to serve.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]

Enclosure: Acceptance Copy