

Trustee Appointment Update

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally update you regarding the appointment of trustees for [Organization/Trust Name]. Following our recent discussions and deliberations, I am pleased to announce the appointment of [Trustee's Name] as a trustee effective [Start Date].

[Trustee's Name] brings a wealth of experience and a strong commitment to our mission, and I am confident that their contributions will greatly benefit our organization.

Please let me know if you require any further information or documentation regarding this appointment.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]