

Letter of Acknowledgment

Date: [Insert Date]

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

Dear [Recipient Name],

We are pleased to officially acknowledge your appointment to the Board of Directors of [Organization Name]. Your extensive experience and dedication to our mission will be invaluable as we move forward.

Your term will commence on [Start Date] and will continue until [End Date/Indefinite Term]. We look forward to your contributions and insights in the upcoming board meetings.

Thank you for accepting this important role within our organization. We are excited to work together in achieving our goals.

Sincerely,
[Your Name]
[Your Title]
[Organization Name]
[Contact Information]