

Letter of Approval for Board Directorship Acceptance

Date: [Insert Date]

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

Dear [Recipient Name],

We are pleased to inform you that the Board of Directors of [Organization Name] has approved your acceptance of the position of Director on the Board. We are confident that your experience and vision will be invaluable in guiding our organization towards achieving its goals.

Your official term will begin on [Start Date] and will continue for a period of [Term Length]. As a member of the Board, you will be expected to fulfill the duties and responsibilities outlined in the Board Member Handbook, which we will provide to you shortly.

Please confirm your acceptance of this appointment by signing and returning the enclosed copy of this letter by [Response Deadline]. We look forward to having you on the Board and are excited about the positive impact you will bring.

Thank you for your willingness to serve.

Sincerely,

[Your Name]
[Your Title]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Enclosure: Copy of Approval Letter