

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Subject: Acceptance of Board Membership

Dear [Recipient Name],

Thank you for the opportunity to join the Board of [Company/Organization Name]. I am honored to accept this position and am eager to contribute to the growth and success of the organization.

I believe that my experience in [Your Experience/Field] will complement the existing board members and help us achieve our strategic goals. I commit to dedicating the time and effort required to fulfill my duties effectively.

Once again, I appreciate this opportunity and look forward to working with you and the board.

Sincerely,

[Your Name]