

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Company/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally express my willingness to accept the position of Board Director with [Company/Organization Name]. I am excited about the opportunity to contribute to the strategic direction and success of the organization.

With my background in [Your Background/Experience], I believe I can bring valuable insights and expertise to the board. I am particularly interested in [mention any specific areas of interest related to the organization's mission or goals].

Thank you for considering my candidacy. I look forward to working alongside the other board members to drive [Company/Organization Name] forward and serve our community effectively.

Sincerely,  
[Your Name]