

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally accept the invitation to join the board on international trade matters for [Organization Name]. I am honored to be part of such an important initiative and I am eager to contribute my experience and insights to help advance our goals.

I look forward to collaborating with other board members and stakeholders to foster international trade relationships that benefit our organization and the communities we serve. Please let me know the next steps and how I can assist in the upcoming meetings and projects.

Thank you again for this opportunity. I look forward to embarking on this journey together.

Sincerely,

[Your Name]

[Your Title/Position]