

Introduction of New Board Member

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Introduction of [New Board Member's Name]

Dear [Recipient's Name],

I hope this message finds you well. I am pleased to introduce our newest board member, [New Board Member's Name], who will be joining us effective [Start Date].

[New Board Member's Name] brings a wealth of experience in [Briefly describe relevant experience or background]. Their expertise in [Specific areas of knowledge] will be invaluable to our organization as we continue to strive for excellence and innovation.

I encourage you to reach out to [New Board Member's Name] to welcome them personally. I am confident that they will make a significant positive impact on our board and the larger community.

Thank you for your attention, and please join me in welcoming [New Board Member's Name] to our team!

Warm regards,

[Your Name]

[Your Position]

[Your Organization]