

[Your Name]

[Your Title]

[Your Organization]

[Date]

[Board Member's Name]

[Board Member's Title]

[Organization Name]

Dear [Board Member's Name],

I hope this message finds you well. I am writing to extend my warmest congratulations on your appointment to the Board of [Organization Name]. It is a significant achievement, and we are thrilled to have you join our team.

Your extensive experience and insights will be invaluable to our mission as we strive to [briefly mention the organization's goals]. I am confident that your contributions will help us lead the organization to new heights.

Once again, congratulations on this well-deserved position. I look forward to working closely with you and am excited about the future of our organization with you on board.

Best wishes,

[Your Signature]

[Your Name]

[Your Contact Information]