

Affirmation of Board Membership

Date: [Insert Date]

To: [Board Member's Name]

[Board Member's Address]

[City, State, Zip Code]

Dear [Board Member's Name],

We are pleased to affirm and confirm your membership on the Board of Directors for [Non-Profit Organization Name]. Your dedication and expertise are essential to our mission of [insert mission statement or purpose].

Please find below the terms of your membership:

- **Term:** [Insert Term Length]
- **Responsibilities:** [Briefly outline roles and responsibilities]
- **Meetings:** [Frequency and time of meetings]

Your commitment and leadership are invaluable, and we look forward to your contributions as we work towards [insert goal or vision]. Please confirm your acceptance by signing and returning this letter by [insert return date].

Thank you for your continued support and involvement.

Sincerely,

[Your Name]

[Your Title]

[Non-Profit Organization Name]

[Contact Information]

Signature of Board Member