

Board Appointment Acceptance Letter

Date: [Insert Date]

To:

[Name of the Person]

[Title]

[Company/Organization Name]

[Address]

Dear [Name],

I am writing to formally accept the appointment to the Board of Directors of [Company/Organization Name]. I am honored by the trust you have placed in me, and I look forward to contributing to the strategic direction and success of the organization.

I am committed to fulfilling my responsibilities to the best of my abilities and look forward to collaborating with fellow board members to advance our goals.

Thank you once again for this opportunity.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Contact Information]