

Board Appointment Acknowledgment

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to acknowledge your appointment to the Board of Directors of [Company/Organization Name]. Your experience and expertise will be invaluable to our team.

This appointment is effective as of [Insert Effective Date]. We believe that your contributions will play a crucial role in guiding our organization towards its goals.

We look forward to working with you and appreciate your commitment to serve. Please do not hesitate to reach out if you have any questions or need further information.

Once again, congratulations on your appointment!

Sincerely,

[Your Name]

[Your Title]

[Company/Organization Name]

[Contact Information]