

Invitation to Join Our Board of Directors

Date: [Insert Date]

[Recipient Name]
[Recipient Address]
[City, State ZIP Code]

Dear [Recipient Name],

We are pleased to extend an invitation for you to join our Board of Directors at [Company Name]. We believe that your expertise in [specific field or experience] would be invaluable to our team and would greatly contribute to our mission of [insert mission statement or goals].

The time commitment entails attending quarterly board meetings and participating in occasional committee work. Our next board meeting is scheduled for [Insert Date], and we would be thrilled to have you with us as we discuss our future endeavors.

Please consider this opportunity to shape the future of [Company Name]. We would love to discuss this with you further. If you have any questions, feel free to reach out to me directly at [Your Phone Number] or [Your Email Address].

Thank you for considering this invitation. We are looking forward to the possibility of welcoming you to our Board.

Sincerely,

[Your Name]
[Your Title]
[Company Name]
[Phone Number]
[Email Address]