

# Board Position Confirmation

[Your Name]

[Your Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

## Subject: Confirmation of Board Position

Dear [Recipient's Name],

We are pleased to confirm your appointment to the Board of Directors of [Organization Name]. Your term will commence on [Start Date] and will conclude on [End Date]. We believe your experience and expertise will greatly contribute to our mission and goals.

Please review and sign the enclosed acceptance form to acknowledge your acceptance of this position. We look forward to your valuable contributions and working closely together.

If you have any questions, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your commitment to [Organization Name].

Sincerely,

[Your Name]

[Your Title]

[Organization Name]