

Confirmed Advisory Appointment Notice

Date: [Insert Date]

To: [Advisor's Name]

[Advisor's Address]

[City, State, Zip Code]

Dear [Advisor's Name],

We are pleased to inform you that your advisory appointment as [Title/Position] has been confirmed. Your expertise in [specific area] will be invaluable as we move forward with [specific project or initiative].

Your appointment is effective as of [Start Date], and we look forward to your contributions during this period. Please find the details of your role and responsibilities attached to this notice.

If you have any questions or require further information, please do not hesitate to reach out to us.

Thank you for your willingness to serve in this capacity.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]