

# Offer of Position on the Advisory Board

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip]

Dear [Recipient Name],

We are pleased to extend an offer to you to join the Advisory Board of [Organization Name]. Your extensive expertise in [relevant field/industry] and your commitment to [related mission/values] make you an ideal candidate for this position.

As an Advisory Board member, you will be expected to provide strategic guidance, share insights, and help steer our initiatives toward achieving our goals. Your term will commence on [start date] and will be reviewed on an annual basis.

We look forward to your acceptance of this offer and are excited about the potential contributions you will bring to our organization. Please sign and return this letter by [response date] to confirm your acceptance.

Thank you for considering this opportunity to make a significant impact within our community.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]

Agreed and Accepted:

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[Recipient Name]

Date: \_\_\_\_\_