

Board Position Offer Letter

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

On behalf of [Organization Name], I am pleased to formally offer you a position on our Board of Directors. Your experience in [relevant experience or expertise] and your dedication to [organization's mission/values] make you an ideal candidate to help guide our organization into the future.

As a board member, you will have the opportunity to influence our strategic direction, engage with our community, and support our initiatives aimed at [briefly describe the organization's goals]. We believe that your skills will greatly benefit our organization and the community we serve.

Please review the attached materials that outline the responsibilities and expectations of board members. We are looking for a commitment of approximately [insert time commitment, e.g., hours per month] and attendance at regular board meetings.

We would like to schedule a meeting to discuss this opportunity further and address any questions you may have. Please let us know your availability in the coming weeks.

Again, we are excited about the possibility of you joining our board and contributing to [Organization Name]. We look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]