

# Board Position Offer Letter

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to extend an offer for you to join the Board of Directors of [Healthcare Institution Name]. Your extensive experience in [specific areas of expertise] and your commitment to healthcare excellence make you an ideal candidate for this position.

As a board member, you will play a crucial role in guiding our institution's strategic direction, ensuring compliance with regulatory requirements, and advocating for the needs of our community. This position is integral to the continued success and growth of [Healthcare Institution Name].

Details of your appointment are as follows:

- **Position:** Member of the Board of Directors
- **Term:** [Specify Duration]
- **Compensation:** [Specify if applicable]

We would like to schedule a meeting to discuss this offer in more detail. Please let us know your availability in the coming weeks.

We believe your contributions will greatly enhance our mission and look forward to the possibility of working together to improve healthcare services in our community.

Thank you for considering this opportunity. We hope to hear from you soon.

Sincerely,

[Your Name]

[Your Title]

[Healthcare Institution Name]

[Contact Information]