

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 to you an offer to join the Board of Directors of [NGO Name]. Your expertise and commitment to [relevant causes] will be invaluable to our mission of [NGO's mission].

As a board member, your role will include [briefly outline responsibilities, e.g., attending board meetings, participating in committees, providing strategic guidance]. The board meets [frequency of meetings], and we expect members to dedicate approximately [number of hours] each month.

This position is voluntary, and while it does not come with monetary compensation, it offers a chance to make a significant impact and collaborate with passionate individuals dedicated to [NGO's purpose].

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

Sincerely,

[Your Name]

[Your Position]

[NGO Name]

[NGO Address]

[City, State, ZIP Code]