

Board Position Offer Letter

[Your Name]
[Your Title]
[Organization Name]
[Organization Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Candidate's Name]
[Candidate's Address]
[City, State, Zip Code]

Dear [Candidate's Name],

We are pleased to inform you that you have been selected to serve on the [Municipal Advisory Board Name]. Your expertise and dedication to our community make you an ideal candidate for this vital position. We believe that your contributions will be invaluable as we address the various challenges and opportunities our municipality faces.

The term for this position will begin on [Start Date] and will conclude on [End Date]. As a member of the board, you will be expected to attend regular meetings, participate in discussions, and contribute to the decisions that shape our community.

Please confirm your acceptance of this position by [Acceptance Deadline]. If you have any questions, do not hesitate to reach out via phone or email.

We look forward to your positive response and to welcoming you aboard as we work towards the betterment of our community.

Sincerely,

[Your Name]
[Your Title]
[Organization Name]