

# Board Position Offer Letter

[Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

We are pleased to offer you a position on the Board of Directors for [Non-Profit Organization Name] effective [Start Date]. Your experience and dedication to [cause/mission] make you an ideal candidate for this role.

As a board member, you will be expected to participate in quarterly meetings, provide strategic guidance, and support our fundraising efforts. We believe that your skills will greatly contribute to the success of our organization.

Please sign and return the enclosed acceptance form by [Acceptance Deadline] to confirm your acceptance of this position.

We look forward to having you on our team and are excited about the contributions you will make to our mission.

Sincerely,

[Your Name]

[Your Title]

[Non-Profit Organization Name]

[Contact Information]

Enclosure: Acceptance Form