

# Board Position Offer

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

[Date]

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

**Dear [Candidate Name],**

We are pleased to extend an offer for you to join the Board of Directors at [Company Name]. Your experience in [relevant experience/industry] and your commitment to innovation align perfectly with our vision and goals.

Your term will commence on [start date] and will include [details about term length, responsibilities, and any other relevant information]. As a member of our board, you will be instrumental in guiding our strategic direction and supporting our mission to [company mission].

The position is [compensated/uncompensated], and we are prepared to discuss any further details regarding the responsibilities and expectations of the role at your earliest convenience.

We believe that your skills and passion will greatly benefit [Company Name], and we are excited about the opportunity to work together. Please confirm your acceptance of this offer by [acceptance deadline].

Thank you for considering this opportunity. We look forward to your positive response.

Warm regards,

[Your Name]  
[Your Title]  
[Company Name]