

# Letter to Board Introducing Co-Founder

Date: [Insert Date]

To the Board of Directors,

I hope this message finds you well. I am writing to formally introduce [Co-Founder's Name], who will be joining our team as a co-founder of [Company Name]. With [his/her/their] extensive background in [relevant experience or field], I believe [he/she/they] will bring invaluable insights and expertise to our organization.

[Co-Founder's Name] has previously worked at [mention any relevant companies or roles], where [he/she/they] demonstrated exceptional skills in [specific skills or achievements]. [He/She/They] hold(s) a degree in [relevant degree] from [University], and has a track record of successfully [mention any relevant accomplishments or projects].

As we strive to innovate and grow our business, I am confident that [Co-Founder's Name]'s addition to our team will further our mission and enhance our capabilities.

I encourage each of you to connect with [Co-Founder's Name] in the coming weeks, and I look forward to our collective success as we move forward.

Thank you for your continued support.

Sincerely,

[Your Name]  
[Your Position]  
[Company Name]