

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally accept your invitation to join the Board of [Company/Organization Name]. I am honored by this opportunity and look forward to contributing to the mission and goals of the board.

Thank you for your confidence in me. I am eager to collaborate with the other board members and to bring my skills and experience to support our collective vision.

Please let me know of any next steps or meetings I should prepare for. I am looking forward to our work together.

Warm regards,

[Your Name]

[Your Position/Title]