

# Board Appointment Acknowledgment

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to inform you that your appointment to the Board of Directors of [Organization Name] has been officially acknowledged. We appreciate your willingness to serve in this capacity and are confident that your skills and experience will contribute significantly to our organization.

Your term will begin on [Start Date] and will continue until [End Date]. We look forward to your valuable contributions and leadership.

Please feel free to reach out if you have any questions or need further information.

Thank you for your commitment to [Organization Name].

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]