

Formal Acceptance to the Board of Directors

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally accept the invitation to join the Board of Directors of [Company Name]. I am honored to be selected and am excited about the opportunity to contribute to the strategic direction and governance of the organization.

I look forward to collaborating with my fellow board members and making a meaningful impact. Please let me know if there are any initial steps I should take or materials I should review prior to my first meeting.

Thank you once again for this esteemed opportunity. I am eager to get started.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]