

Letter of Acceptance for Board Member Position

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally accept the position of Board Member at [Organization's Name], as offered in your letter dated [Insert Date of Offer]. I am honored to be appointed to this role and look forward to contributing to the board and the mission of [Organization's Name].

With my experience in [Briefly Mention Relevant Experience], I am eager to collaborate with fellow board members to advance our goals and make a positive impact.

Thank you once again for this opportunity. I look forward to our first board meeting and to working together in the future.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]