

# Board Seat Acceptance Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally accept the invitation to serve on the Board of Directors for [Company/Organization Name]. I am honored to have been considered for this position and I look forward to contributing to the strategic vision and mission of the organization.

Thank you for the trust placed in me. I am excited to collaborate with my fellow board members and the leadership team to drive our initiatives forward.

Please let me know if there are any documents or further steps needed prior to my first meeting. I eagerly await the opportunity to get started.

Sincerely,

[Your Name]

[Your Title, if applicable]