

Board Membership Acceptance Confirmation

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am pleased to formally confirm your acceptance of the position on the Board of Directors of [Organization Name]. We are excited to welcome you aboard and look forward to your valuable contributions to our mission.

Your expertise in [mention relevant experience or field] will be an asset as we navigate the challenges ahead and strive for excellence in our initiatives.

Please find attached the Board Member Handbook for your review. We will be holding our first meeting on [Insert Date], and we hope to see you there.

Thank you once again for your commitment, and welcome to the team!

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]