

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Recipient Name

Recipient Title

Company/Organization Name

Company Address

City, State, Zip Code

Dear [Recipient Name],

I am writing to formally accept the invitation to join the board of [Company/Organization Name]. I am honored and excited to contribute to the strategic direction and success of the organization.

As discussed, I look forward to attending the upcoming board meetings and collaborating with fellow board members. Please let me know if there are any preliminary materials I should review before our first meeting.

Thank you once again for this opportunity. I am looking forward to working together.

Sincerely,

Your Name