

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Organization's Name]
[Organization's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my heartfelt gratitude for the offer to join the board of [Organization's Name]. It is both an honor and a privilege to be considered for such a significant role within your esteemed organization.

Having reviewed the mission and vision of [Organization's Name], I am genuinely excited about the opportunity to contribute my skills and experiences to furthering our shared goals. I am committed to working collaboratively with the board and contributing to impactful initiatives.

Thank you once again for this incredible opportunity. I look forward to officially accepting the role and am eager to make a positive difference alongside you and the rest of the board.

Warm regards,

[Your Name]