

Letter of Establishment for Advisory Board

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to announce the establishment of an Advisory Board for [Company/Organization Name]. The purpose of this board is to provide strategic guidance, expertise, and support to our organization as we continue to grow and evolve in our mission.

The inaugural meeting of the Advisory Board is scheduled for [Insert Date] at [Insert Location/Virtual Platform]. We will discuss [briefly outline agenda or topics]. Your insights and experience will be invaluable to our discussions and future direction.

We invite you to join us as a member of this important board, where your contribution will greatly impact our strategic initiatives. Please confirm your acceptance by [Insert Response Deadline].

Thank you for considering this opportunity to collaborate with [Company/Organization Name]. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Company/Organization Name]

[Contact Information]