

Board Member Appointment Notification

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to inform you that you have been appointed as a member of the Board of Directors of [Organization Name], effective [Effective Date]. Your expertise and experience will be a valuable addition to our board.

As a board member, you will be expected to attend quarterly meetings, participate in strategic planning, and contribute to the governance of the organization.

We look forward to your positive response and are excited to work together to advance our mission.

Best regards,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]