

# Letter of Selection for Board Representative

Date: [Insert Date]

Dear [Recipient's Name],

We are pleased to inform you that you have been selected as the representative for the board of [Organization/Company Name]. Your skills and experience make you an ideal candidate to contribute to our mission and goals.

As a board representative, your responsibilities will include attending quarterly meetings, providing input on key issues, and helping drive our strategic initiatives. We are excited about the insights and guidance you will bring to the team.

Please confirm your acceptance of this role by [Insert Deadline]. We will follow up with additional information regarding the first meeting and the upcoming agenda.

Once again, congratulations on your selection. We look forward to working together to achieve great things.

Sincerely,

[Your Name]

[Your Title]

[Organization/Company Name]

[Contact Information]