

# Appointment Confirmation Letter

Date: [Insert Date]

[Board Member's Name]  
[Board Member's Address]  
[City, State, Zip Code]

Dear [Board Member's Name],

We are pleased to confirm your appointment as a board member of [Organization Name]. Your induction is scheduled for [Induction Date] at [Induction Location]. We believe your experience and expertise will be invaluable to our organization.

Please find enclosed the agenda for the induction session. We look forward to your participation and contribution to [Organization Name].

Should you have any questions, please do not hesitate to reach out.

Warm regards,

[Your Name]  
[Your Position]  
[Organization Name]  
[Contact Information]