

**Dear [Recipient's Name],**

We are excited to announce the appointment of [New Board Member's Name] to our Board of Directors. With [his/her/their] extensive experience in [Industry/Field], we believe that [he/she/they] will be an invaluable asset to our organization.

[New Board Member's Name] has held several key positions, including [Previous Positions/Experiences], which have equipped [him/her/them] with the insights and skills necessary to help steer our organization towards future growth and success.

We are looking forward to [New Board Member's Name]'s contributions and perspective, which will undoubtedly enhance our mission and strengthen our board.

Please join us in welcoming [New Board Member's Name] to [Organization's Name]. We are confident that you will appreciate [his/her/their] expertise and enthusiasm.

Thank you for your continued support.

Sincerely,

[Your Name]  
[Your Title]  
[Organization's Name]