

[Your Name]

[Your Position]

[Your Organization]

[Date]

[Board Member's Name]

[Board Member's Address]

Dear [Board Member's Name],

I hope this message finds you well. I am writing to express our heartfelt gratitude for your unwavering service on the board of [Organization Name]. Your dedication and commitment over the years have not gone unnoticed.

Your insights and leadership have been instrumental in shaping our organization's direction and success. The countless hours you have devoted to meetings, planning sessions, and community outreach exemplify your passion for our mission.

We deeply appreciate the sacrifices you have made and the expertise you have brought to the table. Your legacy of service will undoubtedly inspire future board members.

Thank you once again for your remarkable contributions. We look forward to acknowledging your efforts at our upcoming meeting.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]