

Board Diversity Outreach Program

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are excited to announce the launch of our Board Diversity Outreach Program aimed at increasing diversity and inclusion within our board structure. This initiative seeks to engage individuals from various backgrounds, experiences, and perspectives, ensuring that our board truly reflects the communities we serve.

Your expertise in [specific field or area of expertise] would provide invaluable insights to our board and contribute to our mission of fostering an equitable and inclusive environment.

We would like to invite you to participate in an upcoming informational session to discuss this initiative further and explore potential collaboration. Details of the session are as follows:

- Date: [Insert Date]
- Time: [Insert Time]
- Location: [Insert Location / Virtual Platform Details]

We believe that together we can create a positive change and enhance the effectiveness of our board. Please RSVP by [Insert RSVP Date] to confirm your participation.

Thank you for considering this opportunity to make a difference. We look forward to your response.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]