

Board Member Acceptance Letter

Date: **[Insert Date]**

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am pleased to inform you that you have been officially accepted as a member of the Board of Directors for [Organization Name]. Your experience, skills, and dedication will be invaluable to our mission.

As a board member, you are expected to contribute your insights, participate in regular meetings, and support our initiatives. We are excited to have you on board and look forward to working together to achieve our goals.

Please confirm your acceptance by signing and returning a copy of this letter by [Insert Date].

Thank you for your commitment to [Organization Name]. We value your partnership and look forward to a fruitful collaboration.

Sincerely,

[Your Name]
[Your Title]
[Organization Name]
[Contact Information]

Acceptance:

I, [Recipient's Name], accept the position as a Board Member of [Organization Name].

Signature: _____ Date: _____