

# Letter of Acknowledgment

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

To: [Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to acknowledge our commitment to adhering to the board policies set forth by [Organization Name]. As a member of [Your Position/Department], I understand the importance of complying with these policies to ensure the integrity and effectiveness of our operations.

I confirm that I have read and fully understand the board policies, and I am committed to upholding them in my role. I recognize that adherence to these policies is essential in promoting transparency and accountability within our organization.

If there are any questions or further clarifications needed, please feel free to reach out to me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]