

# Board Member Appointment Notification

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to inform you that the Board of Directors has approved your appointment as a member of the Board of [Organization Name], effective [Start Date]. Your experience and expertise will be invaluable to our organization as we strive to achieve our goals.

As a board member, you will be expected to participate in regular board meetings, contribute to strategic planning, and support our mission by providing guidance and insight. Your term will last for [Duration of Term], and will be subject to renewal as outlined in our bylaws.

Please confirm your acceptance of this appointment by signing and returning a copy of this letter by [Response Deadline]. We look forward to working with you and are excited to have you on our team.

Thank you for your willingness to serve.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]