

[Date]

[Name of Director]

[Address]

[City, State, Zip Code]

Dear [Director Name],

On behalf of the [Organization Name] Executive Committee, it is my pleasure to officially welcome you as a new member of our Board of Directors.

Your expertise and professional background will be invaluable assets to our leadership team. We look forward to your contributions as we work together to achieve our strategic goals and further the mission of [Organization Name].

Attached to this letter, you will find the Board Member Handbook, our current strategic plan, and a schedule of upcoming meetings. Our next executive session is scheduled for [Date] at [Time] via [Location/Platform].

Should you have any questions before our first meeting, please feel free to reach out to me directly at [Phone Number] or [Email Address].

We are excited to have you on board and look forward to your partnership.

Sincerely,

[Your Name]

[Your Title/Board Chair]

[Organization Name]