

[Date]

[Board Member Name]  
[Board Member Address]  
[City, State, Zip Code]

Dear [Board Member Name],

On behalf of [Property Management Company Name], I would like to officially welcome you to the Board of Directors for [Association/Property Name]. We are excited to have your leadership and expertise as we work together to maintain and enhance our community.

Our role as your property management partner is to support the Board in executing its duties, managing day-to-day operations, and ensuring the long-term financial health of the property. We look forward to a productive partnership focused on transparency and effective communication.

To help you get started, we have enclosed a Board Member Orientation Packet, which includes:

- Current Association Bylaws and Governing Documents
- Latest Financial Statements and Annual Budget
- Contact list for the Management Team
- Schedule of upcoming Board Meetings
- Access credentials for the Board Portal

Your primary point of contact at our firm will be [Property Manager Name], who can be reached at [Phone Number] or [Email Address]. Please do not hesitate to reach out if you have any immediate questions regarding your new role.

Thank you for your commitment to serving the community. We look forward to working with you.

Sincerely,

[Your Name]  
[Your Title]  
[Property Management Company Name]