**BOARD MEMBER OFFER LETTER**

|  |  |
| --- | --- |
| [SENDER NAME] [SENDER TITLE]  [ORGANIZATION NAME]  [MAILING ADDRESS]  [PHONE]  [E-MAIL] | Upload Your Logo |

Date: [DATE]

**RE: BOARD MEMBER INVITATION**

Dear [CANDIDATE NAME],

We are writing you to offer a position on the Board of Directors of [ORGANIZATION NAME]. We are a [DESCRIBE ORGANIZATION], and our mission is to [ORGANIZATION OBJECTIVE].

We believe that your experience in [CANDIDATE BACKGROUND] would make you an invaluable asset to our board and would greatly help shape our organization’s future. In particular, [INVITATION REASONS] will give us the ability to achieve our goals and initiatives.

Being a board member will provide you with an opportunity to [MEMBER BENEFITS]. Members are required to [MEMBER OBLIGATIONS] as well as attend scheduled board meetings. Such meetings are held [MEETING FREQUENCY], and each will be approximately [DURATION] in duration. Compensation for membership is as follows: [COMPENSATION].

If interested, please respond to this invitation by [DATE] with your acceptance, and

we will be in touch with additional information. Don’t hesitate to reach out if you have any questions.

Sincerely,

[\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_](https://esign.com/)

[SENDER NAME]

[SENDER TITLE]

Acceptance

I formally accept the invitation offered in this letter and agree to provide a written acceptance by the specified date.

Signature: [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_](https://esign.com/)

Print Name: [CANDIDATE NAME]