To,

[Name of Recipient]

[Designation of Recipient]

[Organization Name]

Date:

**Subject: Board of Directors Acceptance Letter**

Dear Sir/Madam,

I am writing this letter to thank you for appointing me as the new member of the board of directors of our privileged company, [name of the Company]. It will be a great honor for me to serve the company in my capacity as a member of the board of directors.

I will be looking forward to carry out all of my duties and to work alongside all the other competent members of the board of directors of company for the overall growth and development of the company.

Sincerely,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]