

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:

Name

Address Line 1

Address Line 2

City, State Zip Code

Date

Name

Company

Address Line

City, State Zip Code

Re: Congrats/Welcome to New Board Member

Dear :

We would like to take this moment and congratulate you on your nomination to the {Name} board. It is quite an honor to be a member of the {name} board. It takes years of leadership and involvement to be appointed as a member. We are sure you will be an asset to our collection of board members.

We would like to officially welcome you. On {date} we will be having a luncheon in honor of your appointment. This is a wonderful opportunity for you to meet your fellow board members. The luncheon will begin at {time} and will be held at the {location}.

If you have any questions, please do not hesitate to contact us.

Sincerely,

N A M E

# Sample Letter Changing Board Members Names

**LM Reder**



**Sample Letter Changing Board Members Names:**

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