# MICHAEL SMITH

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# BOARD APPOINTMENT ACCEPTANCE LETTER

#### The Board of Directors

Quantum Systems Inc. 123 Main Street City, State, ZIP

Dear Board of Directors.

I hope this letter finds you well. I, Michael Smith, am writing to formally accept the board appointment offered to me by Quantum Systems Inc.

I am honoured to accept this position and excited about the opportunity to contribute to the strategic decision-making process of the company. I understand the responsibilities and commitments that come with being a member of the board and I am committed to fulfilling them to the best of my abilities.

# **Sample Board Appointment Letter**

**DP Hallahan** 

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