



**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

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