Board Member Invitation Letter

From:	To:
Sender's Name	Recipient's Name
Sender's Address	Recipient's Address
City, State, ZIP Code	City, State, ZIP Code
Date	
Dear	
Recipient's Name	
able to reach new heights. You have been recommended to us as a and as one who would make a valuable	person who is interested in
	By participating, you will have an
The first meeting will be on [Date] and	d will begin at [Time]. Meetings are usually held at
	vitation and let us know your response in a return
letter or call us at [Phone Number]. The	ank you.
Sincerely,	
Sender's Name	
Sandar's Signature	

Sample Board Member Invitation Letter

Jan Masaoka

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