

Board Member Invitation Letter

From: _____

Sender's Name

Sender's Address

City, State, ZIP Code

Date

To: _____

Recipient's Name

Recipient's Address

City, State, ZIP Code

Dear _____,

Recipient's Name

We are pleased to inform you that you are nominated as one of the board members of _____, With your experience and vision, we truly believe that we will be able to reach new heights.

You have been recommended to us as a person who is interested in _____ and as one who would make a valuable contribution to the _____. We invite you to serve for _____. By participating, you will have an opportunity to _____.

The first meeting will be on [Date] and will begin at [Time]. Meetings are usually held at _____.

We request you to think about this invitation and let us know your response in a return letter or call us at [Phone Number]. Thank you.

Sincerely,

Sender's Name

Sender's Signature

Sample Board Member Invitation Letter

**Garwood Whaley, Meredith Music
Publications**



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