[Date]

[Recipient Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

On behalf of the Board of Directors, it is my pleasure to officially welcome you as a newly appointed member of the Board for [Organization Name]. Your expertise and commitment will be a significant asset to our mission.

We are confident that your unique perspective will contribute greatly to our strategic goals. Your term of service begins on [Start Date] and will continue through [End Date].

Enclosed/Attached are several documents to help you get started, including:

- Board Member Handbook
- Current Strategic Plan
- Bylaws and Conflict of Interest Policy
- Calendar of Upcoming Board Meetings

Our next board meeting is scheduled for [Date] at [Time], located at [Location/Link]. We look forward to your participation and fresh insights.

Once again, welcome to the team. We look forward to working with you to achieve our collective vision.

Sincerely,

[Your Name]
[Your Title]
[Organization Name]