

# Professional board acceptance

Subject: Acceptance of Board of Directors Position

Dear [Board Chair/Nominating Committee],

I am honored to accept your invitation to serve on the Board of Directors for [Organization Name].

Thank you for considering me for this important role.

I understand the commitment required and am prepared to dedicate the necessary time and energy to fulfill my duties effectively. My experience in [relevant background] will, I believe, contribute meaningfully to the board's objectives.

I have reviewed the board charter, bylaws, and recent meeting minutes you provided. I am aligned with the organization's mission and excited about the strategic initiatives outlined for the coming year.

Please provide me with the schedule for upcoming meetings and any additional orientation materials. I am available for the next board meeting on [date] and look forward to meeting my fellow board members.

Thank you for this opportunity to serve. I am committed to helping [Organization Name] achieve its goals.

Respectfully,

[Your Name]

[Professional Title]

[Contact Information]

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