

To,

[Name of the recipient],

[Address of the recipient],

[Date],

Sub: Letter of Invitation to Be a Board Member

Respected Sir/Madam,

We are honored by getting this opportunity to request you to be our honorable board member. We are wishing you our heartfelt wishes on behalf of our company (mention the name of the company). We are writing you this letter to invite you to be our board member as you have rich experiences in this field.

We are sending you our company details, and booklets for your knowledge Our Company is of the leading companies and has good experience in this field. Our board member meeting will commence on (mention the date) before that we would like to receive your consent in this matter.

If you have any requirements you can also inform us. We will be very much eager to fulfill your wishes. You can contact our (mention the designation of the person) through this no. (Mention the constant details).

We hope you will consider us to be a part of your precious experiences.

We will be eagerly waiting for your positive reply.

Thank you very much,

Regards,

[Name of the sender],

[Designation],

[Company name].

