Dear [new board member] –

We are happy to welcome you officially to [Your Grant Program’s Name] board of directors.

We were so impressed with the energy and enthusiasm each of you display, and we would love to see that dedication on our board in years to come.

[Give details on next board meeting]

Please see the attached meeting and important dates for our program, and let us know of any conflicts in advance.

Please reply as to whether or not you accept our invitation to join the board.

Welcome to the team!

Warm Regards,  
[NAME]

[title]

[email]

[phone]

[program website link]

[program logo]

Attachment:

Proposed meeting schedule for next year