Dear [New Board Member Applicant]-

Thank you for sending us your application to the [Your Program’s Name] board! After reading your application, we would like to arrange for you to meet with some of our board members at the [public place to meet] so that we can get to know you better.

This is an excellent opportunity for you to ask questions about being a board member and see if this is a good fit for you.

I have copied board members [List potential interviewers on the current board] on this email.

Please reply all with possible after school or weekend dates and times you might be available to meet with them.

The meeting would take place at [public place to meet], and it would last about a half hour.

Please call or email with questions.

We look forward to hearing back from you soon.

Warm Regards,

[NAME]

[Title]

[email]

[phone number]

[link to program website]

[Program Logo]