

**INVITATION LETTER TO PROSPECTIVE BOARD MEMBERS (Example only)**

Date

Dear \_\_\_\_\_,

In June of this year, (Agency) will be electing several new members to our Board of Directors.

We are looking for board members who believe in our mission and are willing to be active in their governance roles. We believe that this work has never been more important than it is today. Your name has been submitted to our Board Development Committee as someone whose experience and involvement in the community would be an asset to our organization, and we hope that you will consider becoming a nominee.

(Agency) is entering a challenging and exciting time, as economic pressures on our customers increase and the demand for our services continues to rise. We have a tradition of high quality service provision and activism related to the economic security and community engagement of our customers, and we invite you to become part of our team.

As a federally designated Community Action Agency, our Board of Directors seeks representatives from the public, private and low income sectors, and your name has been submitted to the Board Development Committee as a potential board candidate representing the \_\_\_\_\_ sector. *\*\*\*specific language inserted here to describe the process by which representatives from each sector become nominees*

I have enclosed a copy of our board member job description. Copies of our committee descriptions are also enclosed, as we do expect that, once elected, our board members will participate in at least one committee. While we do ask that our board members play an active role, we pride ourselves on supporting each other as a team and believe that we offer an opportunity for our members to learn and grow with the organization.

A member of our Board Development Committee, \_\_\_\_\_, will be contacting you by phone to discuss our invitation and to answer any questions you may have. If, once you have spoken to \_\_\_\_\_, you wish to be considered, we ask that you complete our brief response form (enclosed).

If you have any questions, please don't hesitate to contact me directly at \_\_\_\_\_, or our Executive Director at \_\_\_\_\_.

Sincerely,  
President  
Board of Directors, (Agency)