

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

		Return address:
		Name
	Date	Address Line 1
Name		Address Line 2
Address Line		City, State Zip Code
City, State Zip Code		

Re: Accept a Request to serve in an Honorary Position

Dear :

I am truly touched that you would choose me to serve as Position for Organization. I accept your request and promise that I will uphold the honor and responsibility that this position bestows. Thank you for choosing me for this position.

Sincerely,

N A M E