

Ms. Sarah Smile
111 SW
Chicago, IL 60612

Dear ,

It was truly a pleasure speaking with you on Thursday. As discussed, our nonprofit organization, the _____ is in the process of finding and selecting board members.

We were initially formed in order to eliminate the suffering caused by insufficient mental health care in underserved communities. We offer integrated healing and recovery solutions that combine nutritional education, counseling and artistic expression therapy.

We understand the need to maintain a system of accountability and oversight as well as continue ongoing resource development. With this in mind, we are exploring seasoned stakeholders to join us as board members. Your name has been suggested as someone who can significantly contribute to moving forward with our vision to impact the lives of those who would otherwise remain unattended.

In addition to general fiscal and fiduciary concerns, you will be responsible for helping to formulate policies that help ensure our goals are met. You will also be collaborating with other board members who will join you in overall organizational oversight.

Please consider attending a brief gathering to learn more about us and to explore how we might form mutually beneficial relationships.

We are considering two meeting dates which are listed below:

April 14 at 2:00 PM

May 10 at 7:00 PM

Please contact us to know which date and time is best for you.

We look forward to hearing from you this week.

Cordially Yours,

Executive Director