[Charity contact name, address]

[date]

[Trustee address]

By email

**Re: Your appointment as trustee of [name of charity]**

Dear XX

I am delighted that we have received satisfactory references and your completed trustee declaration form, and that therefore I can confirm your appointment as a trustee [and member] of [name of charity]. [Trustees retire in rotation and may put themselves up for re-election at that time/You have been appointed for a term of X years and can then stand for re-appointment]

**Can you please send me your date of birth, full name, address and email address plus details of any previous names? I need this so that I can file your details with the Charity Commission and Companies House.** Can you also please send me a photo and short biography for the trustees page of our website?

I enclose some documents which should give useful background to [name of charity]:

1. Our governing document
2. Our last annual report and accounts;
3. The minutes from the last two board meetings;
4. A leaflet about [name of charity], and [other publication/newsletter you produce];
5. [Examples of other relevant information related to the charity’s services eg. research published, impact report, campaign].

I suggest that you look at some of the Charity Commission’s guidance for trustees, in particular The Essential Trustee (<https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>)

You would be welcome to attend some of our [services provided by the charity]. Please let me know if you would like to do so, and I will send some forthcoming dates.

Lastly, it would be great to meet and I will be in touch to arrange that. We can discuss any other documents you’d like to see or things you would like to know more about then, but in the meantime please do not hesitate to ask if I can provide or explain anything which would help in your induction to [name of charity].

Welcome to [name of charity]!

Yours sincerely

[Name]

[CEO/Chair/role]