[NAME]

[ADDRESS]

[CITY, STATE, ZIP CODE]

[DATE]

[RECIPIENT’S NAME]

[TITLE/POSITION]

[ORGANIZATION]

[ADDRESS]

[CITY, STATE, ZIP CODE]

**Subject: Invitation to Join [COMPANY NAME] Board as a Strategic Advisor**

Dear [Recipient’s Name],

I hope this message finds you well. I am reaching out to extend an invitation for you to join the Board of [COMPANY NAME] as a strategic advisor. Your expertise in [*specific area, e.g., “scaling startups,” “market expansion,” or “financial strategy”*] and your impressive track record in [*relevant industry or field*] make you an ideal candidate to help guide our company during this pivotal phase of growth.

**About [COMPANY NAME]**:

Since our founding in [YEAR], we have focused on *[brief description of your mission or product, e.g., “revolutionizing contract management for SMBs with AI-driven solutions”*]. Over the past [TIMEFRAME], we have achieved [*key milestones, e.g., “exponential revenue growth,” “secured strategic partnerships,” or “expanded our customer base by X%”*].

As we scale further, having your guidance on [*specific focus areas, e.g., “strategy,” “fundraising,” or “global expansion”*] would be invaluable. Your insights and connections could greatly impact our ability to navigate challenges and seize new opportunities.

**Role as a Strategic Advisor**:

As a strategic advisor, your responsibilities would include:

* [*Example: Participating in quarterly board meetings.*]
* [*Example: Providing expertise on strategic initiatives and operational challenges.*]
* [*Example: Supporting key decisions related to growth and market entry.*]
* [*Example: Leveraging your network to identify partnership and funding opportunities.*]

We envision this role requiring [*approximate time commitment, e.g., “10-15 hours per quarter”*] and would offer [*MENTION ANY COMPENSATION, EQUITY, OR BENEFITS, IF APPLICABLE*].

We would be delighted to discuss this opportunity further and address any questions you may have. Please let me know your availability for a brief call or meeting to explore this invitation in detail. You can reach me directly at [Email Address/Phone Number].

Thank you for considering this opportunity to join [COMPANY NAME] as we continue to build a lasting impact in [*industry/field*].

Yours sincerely,

[NAME]

[TITLE/POSITION]