[Charity contact name, address]

[date]

[Trustee address]

[By email]

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

Dear [name]  
  
I am delighted to offer you the position of trustee for [name of charity]. This offer is subject to receiving satisfactory references and a DBS check.

Can you please send to me details of your full legal name, date of birth, address, telephone number and email address. This information is needed in order to file your details with the Charity Commission (and Companies House).

I have enclosed the documents below which give useful information to [name of charity]:

1. Governing documents;
2. Latest annual report and accounts;
3. The minutes from the last two board meetings; and
4. Information about [name of charity], and [charity publication/newsletter/website];

May I suggest you also read the Charity Commission’s guidance, The Essential Trustee: What you need to know. (www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3)

I look forward to welcoming you to the charity’s next trustee meeting which is on [Date] at [Time] held at [Location].

I will be in touch again to arrange a visit to the almshouses where we will also discuss completion of your trustee induction.

In the meantime, please do not hesitate to contact me if you require any further information.

Welcome to [name of charity]

Yours sincerely

[Name]

[CEO/Chair/role]