

LETTER TEMPLATES FOR NEW NONPROFITS

Produced by the National Organization for Rare Disorders (NORD®)

This document contains three template letters to help you grow your nonprofit organization. The first two templates are letters to invite new medical advisors and board members to your team. The third template is an announcement to grow your organization's presence and reputation as a trusted resource within your community.

MEDICAL ADVISORY BOARD INVITATION LETTER

Email Subject: Invitation to Join [Organization]'s Medical Advisory Board

Dear [Name],

Thank you for your **[role in the rare community, such as contributions to disease science, support of the rare disease community, or dedication to clinical care]**. As a provider with expertise in **[specific/related rare disease]**, we are pleased to invite you to serve as a member of the Medical Advisory Board (MAB) for **[Organization Name]**.

Our mission is to **[Organization's mission]**. We support rigorous research that advances the understanding and treatment of **[specific rare disease]** and empowers healthy, long, and fulfilling lives for all patients. **[Other organizational goals/initiatives]**.

The **[Organization Name]**, which serves **[X community]** recently **[insert milestone, such as launched our website or became incorporated]**.

You can learn more on our website: **[URL]**. We encourage you to explore our website's **[specific area]**, which is specifically designed for medical professionals.

The function of the MAB is to provide insight, scientific direction, and medical expertise to our organization. The invited members of the MAB are recognized experts in their fields from leading academic and medical institutions around the country. They commit time and expertise to improving the lives of people with rare diseases and will contribute in meaningful ways to the community through their work with our organization.

We anticipate having our first **[virtual/in-person]** MAB meeting by **[date]**, and then plan to meet **[regular schedule]**. We also hope that MAB members can participate in other occasional meetings with patients and stakeholders. **[Briefly describe any other MAB member requirements]**. We would love to have you join our MAB in time for this first meeting. If interested, please respond to this invitation by **[date]** with your acceptance and we will be in touch with additional information.

Being a member of the Medical Advisory Board is a unique opportunity to contribute to the advancement of research and care for the **[specific rare disease]** community. We hope you will agree to serve!

Please reach out if you have any questions.

Sincerely,

Name

Title, Organization Name

BOARD OF DIRECTORS INVITATION LETTER

Email Subject: **[Organization Name/Abbreviation]** Board of Directors Invitation

Dear **[Name]**,

I am pleased to invite you to become a member of the **[Organization Name]**'s Board of Directors.

[Introduction from the person inviting the potential board member, such as my name is [Name] and I serve as the organization's [role].] The **[Organization Name]**, which serves **[specific rare disease community]**, recently **[milestone]**. **[Organizational goals/initiatives]**. We support rigorous research that advances the understanding and treatment of **[specific rare disease]** for patients of all ages, empowering healthy, long, fulfilling lives. **[Include other initiatives such as research]**.

We believe that your background would be a valuable asset to our Board and would greatly help shape our organization's present and future. In particular **[specific reasons for invitation]**. Your commitment to making a difference in **[X community]** will help us achieve our goals and initiatives.

Being a member of the **[Organization]**'s Board of Directors provides you with a unique opportunity to:

- Contribute to important governance and decision-making.
- Bring your expertise and professional experience to the board.
- Serve the **[specific rare disease community]**.
- Expand your network and meet medical professionals, patient advocates, caregivers, etc.

[Main objectives of the board].

The main purpose of the **[Organization]**'s Board of Directors is to oversee the larger image of the organization, address issues of concern/conflict, and oversee the organization's strategic plan. **[Main purpose of the board]**. It is important that we promote the patient voice in all our organization's actions and that we provide an inclusive space for the **[X community's]** interests to be heard and addressed.

Board meetings are held **[frequency of meetings]**, and each will be about **[X hours]** in duration. The time of the meeting will be based on all board members' availability. Board members serve **[X #-year term(s)]**. **[Briefly describe any other board member requirements]**.

Thank you for taking the time to read this email and considering becoming a part of the **[Organization]**'s Board of Directors. We are available to discuss any questions you may have at **[email]**.

Sincerely,

Name

Title, Organization Name

ORGANIZATION ANNOUNCEMENT

Email Subject: **[Organization name]** Announcement

Dear **[Department/Hospital/Organization]**,

The **[Organization Name]**, which serves **[X community]**, recently **[milestone]**.

The **[Organization Name]** was recently founded by patients and caregivers. **[State who the founders are and any supporters]**. The organization will provide medically informed, science-based education to patients, their caregivers, and the medical community. You can find more information on our website: **[website link]**.

The mission of the **[Organization name]** is **[Organization's mission]**. We support rigorous research that advances the understanding and treatment of **[specific rare disease]** and empowers healthy, long, and fulfilling lives for patients of all ages. **[Other organizational goals/initiatives]**.

We know that your **[department/hospital/organization]** engages with individuals that may live with **[specific rare/related diseases]**, and we wanted to take this opportunity to let you know about our new organization to serve as a resource to patients, their caregivers, and physicians.

Additionally, if there is an opportunity to have our organization posted as a resource on your website, we are interested in being listed. Here is our information:

[Full name of organization]

Contact Info: **[General email]**

Website: **[URL]**

If there are patients and/or caregivers who are particularly interested in connecting with **[specific rare disease]** advocates or who are looking to become involved with this community, please direct them our way. Additionally, if there are physicians who treat **[specific rare disease]** patients, they could benefit from connecting with us.

Thank you for taking the time to read this email. Please don't hesitate to reach out to us with any questions you may have at **[email]**.

Sincerely,

Name

Title, Organization Name