

[Your Full Name]  
[Street Address] | [City, State, Zip]  
[Phone Number] | [Email Address]  
[LinkedIn Profile URL]

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[Date]

[Recipient Name]  
[Title, e.g., Nominating Committee Chair]  
[Organization Name]  
[Organization Address]

Dear [Recipient Name],

I am writing to formally express my interest in serving on the Board of Directors for **[Organization Name]**. Having followed the organization's impact on **[Industry/Sector]**, I am impressed by your recent commitment to **[Specific Initiative or Strategic Goal]**. I believe my background in **[Area of Expertise 1]** and **[Area of Expertise 2]** aligns closely with the board's current strategic needs.

Throughout my career as a **[Current/Most Recent Executive Role]**, I have developed a robust skill set in governance, fiscal oversight, and strategic scaling. Specifically, I have:

- **[Key Achievement 1]:** Led initiatives that resulted in [Quantifiable Result].
- **[Key Achievement 2]:** Provided oversight for [Project/Budget] totaling [Value].
- **[Key Achievement 3]:** Navigated complex [Regulatory/Market] challenges within the [Specific Industry].

My previous experience with **[Previous Board/Non-Profit Name]** has provided me with a deep understanding of fiduciary duties and the importance of maintaining a collaborative relationship between the board and the executive leadership team. I am particularly interested in contributing to your **[Specific Committee, e.g., Audit/Governance/Strategy]** committee.

I have attached my Board Bio and CV for your review. I would welcome the opportunity to discuss how my professional network and strategic perspective can support **[Organization Name]** in achieving its long-term objectives.

Thank you for your time and consideration.

Sincerely,

[Your Signature]

**[Your Printed Name]**