

[Your Full Name]
[Current Academic Title/Department]
[Institution Name]
[Date]

[Search Committee Chair Name]
[Academic Board/Department Name]
[Institution Name]

Re: Recommendation of [Candidate Name] for Academic Board Membership

Dear [Recipient Title and Last Name],

It is my distinct pleasure to refer **[Candidate Name]** for consideration as a member of the [Name of Academic Board/Committee]. Having worked closely with [Candidate Name] in [Capacity/Context] for [Number] years, I am confident that their expertise in [Specific Field/Discipline] would be a significant asset to our institution's governance.

[Candidate Name] possesses a distinguished record of [Key Achievement: e.g., scholarly research, administrative leadership, or pedagogical innovation]. During our collaboration on [Project/Committee Name], they demonstrated a remarkable ability to [Specific Skill: e.g., analyze complex policy, foster interdisciplinary dialogue, or manage institutional resources], which aligns perfectly with the current strategic goals of this Board.

I am particularly impressed by their commitment to [Institutional Value: e.g., academic integrity, diversity and inclusion, or student success]. Their balanced perspective and collaborative approach make them an ideal colleague for navigating the challenges facing [Academic Department/University] today.

I highly recommend [Candidate Name] without reservation. Please find their attached curriculum vitae for your review. I would be happy to provide further details regarding their qualifications at your convenience.

Sincerely,

[Your Signature]
[Your Printed Name]