

[Your Name]
[Your Title/Current Board Role]
[Your Email]
[Date]

[Recipient Name]
[Title, e.g., Chairman of the Board / CEO]
[Organization Name]

Subject: Recommendation for Advisory Board Membership: [Candidate Name]

Dear [Recipient Name],

I am writing to formally recommend **[Candidate Name]** for a position on the [Organization Name] Advisory Board. Having served as [Your Role] for [Time Period], I believe [Candidate Name] possesses the specific expertise and strategic vision currently needed to support our upcoming initiatives in [Specific Area/Industry].

[Candidate Name] is currently the [Candidate's Title] at [Candidate's Company], where they have demonstrated significant success in [Specific Achievement or Skillset]. I have had the opportunity to work closely with them on [Project/Context], and I was particularly impressed by their ability to [Specific Strength, e.g., navigate complex regulatory environments / drive digital transformation].

I believe their background in [Industry/Field] would provide the following benefits to the board:

- [Key Benefit/Contribution 1]
- [Key Benefit/Contribution 2]
- [Key Benefit/Contribution 3]

I have attached [Candidate Name]'s biography and curriculum vitae for your review. I am confident that their addition would significantly strengthen our advisory capacity and help steer [Organization Name] toward its long-term goals.

I would be happy to discuss this recommendation further at your convenience.

Sincerely,

[Your Signature]
[Your Printed Name]