

*[Your Full Name]*  
*[Your Current Title/Company]*  
*[Your Email Address]*  
*[Your Phone Number]*  
*[Your LinkedIn Profile URL]*

*[Date]*

*[Recipient Name]*  
*[Title, e.g., Nominating & Governance Committee Chair]*  
*[Company Name]*  
*[Company Address]*

Dear *[Recipient Name]*,

I am writing to formally express my interest in serving on the Board of Directors for *[Company Name]*. My candidacy comes at the recommendation of *[Referral Name]*, who suggested that my background in *[Specific Expertise, e.g., Digital Transformation/Global Risk Management]* aligns with the board's current strategic objectives.

With over *[Number]* years of executive leadership experience at *[Current/Previous Organization]*, I have developed a deep understanding of *[Key Industry/Function]*. Throughout my career, I have specialized in *[Achievement 1]* and *[Achievement 2]*, providing me with the fiduciary and strategic perspective necessary to contribute effectively to board-level oversight and long-term value creation.

I have long admired *[Company Name]*'s commitment to *[Specific Company Value or Recent Initiative]*. I believe my specific experience in *[Specific Skill, e.g., ESG or M&A]* would be particularly beneficial to the *[Specific Committee, e.g., Audit or Compensation]* Committee as the organization navigates *[Current Industry Challenge]*.

Enclosed is my Board Bio and CV for your review. I would welcome the opportunity to discuss how my governance philosophy and professional expertise can support the continued growth and oversight of *[Company Name]*.

Thank you for your time and consideration.

Sincerely,

*[Your Signature]*  
*[Your Printed Name]*