

[Your Name]  
[Your Title/Current Board Affiliation]  
[Your Phone Number]  
[Your Email Address]

[Date]

[Recipient Name]  
[Chair of the Nominating Committee/Board Chair]  
[Organization Name]  
[Organization Address]

**RE: Board of Directors Referral - [Candidate Name]**

Dear [Recipient Name],

It is my distinct pleasure to formally recommend **[Candidate Name]** for a seat on the Executive Board of **[Organization Name]**. Having [worked with/known] [Candidate Name] for [Number] years in my capacity as [Your Role], I am confident that [his/her/their] strategic vision and professional background align perfectly with our current institutional goals.

In particular, I believe [Candidate Name] would bring significant value to the board through [his/her/their] expertise in [Area of Expertise 1, e.g., Corporate Governance] and [Area of Expertise 2, e.g., Fiscal Oversight]. During [his/her/their] tenure at [Candidate's Current/Past Organization], [he/she/they] successfully [mention a specific high-level achievement or leadership trait].

Given our upcoming focus on [mention specific board initiative, e.g., global expansion or capital campaign], [Candidate Name]'s experience in [relevant skill] would provide the oversight and insight necessary to guide the organization forward. Beyond professional acumen, [he/she/they] possesses the collaborative spirit and ethical integrity required for effective executive governance.

I have attached [Candidate Name]'s CV and board bio for your review. I would be happy to discuss this referral further or facilitate a formal introduction at your convenience.

Sincerely,

**[Your Signature]**

[Your Printed Name]