

[Your Full Name]
[Your Current Title/Firm]
[Your Phone Number]
[Your Email Address]

[Date]

[Recipient Name]
[Chairman/Chair of Nominating Committee]
[Financial Institution Name]
[Company Address]

RE: Referral for Board of Directors Candidacy - [Candidate Name]

Dear [Mr./Ms./Mx. Last Name],

I am writing to formally recommend [Candidate Name] for consideration as a member of the Board of Directors at [Financial Institution Name]. Having closely followed the Board's recent initiatives regarding [specific strategic focus, e.g., digital transformation, ESG mandates, or risk oversight], I believe [Candidate Name]'s unique expertise in [Area of Expertise] would be a significant asset to your governance team.

During our tenure at [Common Organization or Context], I observed [Candidate Name]'s ability to navigate complex regulatory environments and provide high-level fiduciary oversight. Specifically, their background in [Specific Financial Skillset, e.g., Capital Markets, Audit & Compliance, or FinTech] aligns with the current growth trajectory of [Financial Institution Name].

Key contributions [Candidate Name] offers include:

- [Key Achievement 1: e.g., Led large-scale institutional restructuring]
- [Key Achievement 2: e.g., Deep expertise in Basel III/IV or Dodd-Frank compliance]
- [Key Achievement 3: e.g., Proven track record in executive compensation or risk committee leadership]

Beyond their technical acumen, [Candidate Name] possesses the professional integrity and collaborative mindset essential for the boardroom dynamics of a highly regulated financial entity. I have attached their curriculum vitae and board bio for your review.

I would be pleased to discuss this recommendation further or provide additional context at your convenience.

Sincerely,

[Your Signature]

[Your Printed Name]