

[Your Full Name]

[Your Current Title/Affiliation]

[Your Email Address]

[Your Phone Number]

[Date]

[Name of Search Committee Chair or Executive Director]

[Name of Foundation]

[Foundation Address]

Dear [Name of Recipient],

I am writing to formally recommend [Candidate Name] for consideration as a member of the Board of Directors at [Foundation Name]. Having served alongside [Candidate Name] in [Context of Relationship/Organization], I have witnessed firsthand their commitment to [Relevant Sector/Mission].

[Candidate Name] possesses a unique combination of [Skill 1] and [Skill 2] that aligns perfectly with the Foundation's current strategic goals regarding [Specific Initiative or Goal]. Their professional background in [Industry/Expertise] would provide the board with valuable perspective on [Specific Value Add].

Beyond their technical expertise, [Candidate Name] demonstrates the high level of integrity and philanthropic spirit essential for governing [Foundation Name]. I am confident they will be a dedicated advocate for our mission and a collaborative partner to the existing board members.

I have attached [Candidate Name]'s biography and resume for your review. I would be happy to discuss this referral further at your convenience.

Sincerely,

[Your Signature]

[Your Printed Name]