

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

[Date]

[Chairperson Name or Governance Committee Head]
[Healthcare Organization Name]
[Organization Address]
[City, State, Zip]

Dear [Recipient Name],

It is my pleasure to recommend **[Candidate Name]** for a position on the Board of Directors at **[Healthcare Organization Name]**. Having served as [Your Role/Relationship] for [Number] years, I have witnessed firsthand their exceptional leadership and commitment to [specific healthcare value, e.g., patient-centered care or fiscal responsibility].

[Candidate Name] currently serves as [Candidate Title] at [Candidate Organization], where they have achieved significant milestones in [Area of Expertise, e.g., healthcare technology, public health policy, or financial oversight]. I believe their unique perspective in [Specific Skill] would be an invaluable asset to our Board, particularly as we navigate [Current Industry Challenge or Strategic Goal].

Beyond their professional credentials, [Candidate Name] possesses the high level of integrity and collaborative spirit essential for effective governance. They have a deep understanding of the complex regulatory and clinical environment in which we operate and are deeply committed to the community we serve.

I have attached [Candidate Name]'s CV for your review and would be happy to discuss their qualifications further at your convenience. Thank you for your time and for your continued dedication to the mission of [Healthcare Organization Name].

Sincerely,

[Your Signature]
[Your Printed Name]