

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

[Date]

[Contact Name]
[Chairman/Selection Committee Title]
[Hospitality Group/Organization Name]
[Address]

RE: Board of Directors Nomination - [Your Name]

Dear [Contact Name],

I am writing to formally express my interest in serving on the Board of Directors for [Organization Name]. My candidacy comes at the recommendation of [Referring Person's Name], [Title], who suggested that my background in [Specific Hospitality Sector, e.g., Luxury Resort Management/Global Operations] aligns with the board's current strategic objectives.

With over [Number] years of experience in the hospitality industry, I have developed a deep expertise in [Key Competency 1, e.g., Brand Scaling], [Key Competency 2, e.g., Fiscal Oversight], and [Key Competency 3, e.g., Guest Experience Innovation]. In my current role as [Current Title] at [Current Company], I led initiatives that resulted in [Brief Quantitative Achievement].

I have long admired [Organization Name]'s commitment to [Specific Organization Value or Goal]. As the industry faces evolving challenges in [Mention Industry Trend, e.g., digital transformation or labor sustainability], I am confident that my governance perspective and network within the hospitality sector would provide significant value to your board.

I have attached my board biography and curriculum vitae for your review. I look forward to the possibility of discussing how my experience can support the continued growth and governance of [Organization Name].

Thank you for your time and consideration.

Sincerely,

[Your Name]