

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

[Date]

[Recipient Name]
[Title, e.g., Chair of the Nominating Committee]
[Organization Name]
[Organization Address]

Dear [Recipient Name],

I am writing to formally recommend [**Candidate Name**] for a position on the Board of Directors of [Organization Name], specifically to serve as Legal Counsel to the Board.

Having worked closely with [Candidate Name] in the capacity of [Professional Relationship/Context], I have seen firsthand their exceptional legal acumen and commitment to [specific industry or cause]. With over [Number] years of experience specializing in [Legal Specialty, e.g., Corporate Governance, Regulatory Compliance, or IP Law], they possess the precise skill set required to navigate the complex legal landscape facing our organization today.

Beyond their technical expertise as an attorney, [Candidate Name] demonstrates a high level of strategic thinking and ethical leadership. They have a proven track record of [mention one specific achievement or trait, e.g., streamlining board bylaws or managing risk mitigation]. I believe their ability to balance legal risk with organizational growth would make them an invaluable asset to our governance team.

I have attached [Candidate Name]'s CV for your review and would be pleased to discuss their qualifications further at your convenience. I am confident that their addition to the Board would significantly strengthen our leadership and oversight capabilities.

Thank you for your time and for your dedication to the continued success of [Organization Name].

Sincerely,

[Your Signature]

[Your Printed Name]