

[Your Name]
[Your Title/Current Board Role]
[Your Email]
[Your Phone Number]
[Date]

[Recipient Name]
[Chair of the Governance/Nominating Committee]
[Nonprofit Organization Name]
[Organization Address]

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

Dear [Recipient Name],

It is my pleasure to formally recommend **[Candidate Name]** for consideration as a member of the Board of Directors for [Nonprofit Organization Name]. Having served on the board for [Number] years, I am confident that [Candidate Name] possesses the professional expertise and personal commitment to the mission of [Mission/Cause] required to strengthen our leadership team.

I have known [Candidate Name] for [Number] years in a [Professional/Personal] capacity. Currently serving as [Candidate's Current Job Title] at [Company], they bring a wealth of experience in [Key Skill 1, e.g., Strategic Planning], [Key Skill 2, e.g., Financial Oversight], and [Key Skill 3, e.g., Community Outreach].

What stands out most about [Candidate Name] is their [Specific Attribute, e.g., track record of philanthropic engagement or specific industry insight]. I believe their background would be particularly beneficial to our current initiatives regarding [Specific Committee or Project].

I have discussed the expectations and responsibilities of board service with [Candidate Name], and they have expressed a strong desire to contribute their time and resources to help [Nonprofit Organization Name] achieve its strategic goals. I have attached their resume for your review.

I look forward to discussing this referral further at our next committee meeting.

Sincerely,

[Your Signature]

[Your Printed Name]