

[Your Full Name]
[Your Address]
[Your Phone Number]
[Your Email Address]

[Date]

[Recipient Name]
[Title/Chair of the Nominations Committee]
[Public Board/Agency Name]
[Address]

RE: Referral for Board Member Appointment - [Board Name]

Dear [Recipient Name],

It is my pleasure to formally recommend **[Candidate Name]** for consideration as a member of the Board of Directors for **[Board Name]**. Having [worked with/known] [Candidate Name] for [Number] years in my capacity as [Your Role], I am confident that their expertise aligns perfectly with the strategic goals of this public body.

[Candidate Name] possesses a distinguished background in [Industry/Field], specifically demonstrating excellence in [Key Skill 1] and [Key Skill 2]. Throughout their career, they have shown a profound commitment to public service and [Specific Policy Area/Community Goal].

I believe their perspective on [Current Board Challenge/Opportunity] would be invaluable. Their track record in [Specific Achievement] illustrates the type of governance and oversight necessary to advance **[Board Name]**'s mission of [Mission/Public Purpose].

I have attached their curriculum vitae for your review. I would be happy to provide additional insights regarding their qualifications should the committee require them.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Current Title/Affiliation]