

[Your Full Name]
[Your Title/Current Company]
[Your LinkedIn Profile URL]
[Date]

To:
[Founder/CEO Name]
[Startup Name]
[Company Address - Optional]

Re: Referral for Independent Board Director Role - [Your Name]

Dear [Founder/CEO Name],

I am writing to formally express my interest in joining the Board of Directors at [Startup Name]. Our mutual colleague, [Referrer Name], suggested I reach out given your current focus on [specific strategic goal, e.g., scaling Series B operations / entering international markets].

Having followed [Startup Name]'s progress in the [Industry] sector, I am impressed by your approach to [Specific product or market innovation]. My background as a [Current Role] at [Current/Past Company] has provided me with deep expertise in [Core Skill 1], [Core Skill 2], and [Core Skill 3], which I believe aligns with the governance and advisory needs of your current stage of growth.

Throughout my career, I have specialized in:

- **[Key Expertise Area]:** [Brief description of a specific achievement or experience relevant to a board role].
- **[Key Expertise Area]:** [Brief description of how you have guided companies through similar challenges].
- **Strategic Oversight:** [Brief mention of previous board experience or high-level fiduciary responsibilities].

I am drawn to [Startup Name] because [brief reason why you are passionate about their specific mission]. I believe an independent director should serve as both a strategic sparring partner to the CEO and a guardian of shareholder value, and I am confident I can fulfill both roles effectively for your team.

I have attached my board bio and CV for your review. I would welcome the opportunity to discuss how my perspective might support [Startup Name]'s upcoming milestones.

Sincerely,

[Your Signature]

[Your Printed Name]