

[Your Full Name]

[Your Phone Number]

[Your Email Address]

[Your LinkedIn Profile URL]

[Date]

[Recipient Name]

[Title, e.g., Nominating Committee Chair]

[Company/Organization Name]

[Company Address]

**RE: Referral for Technology Board Member Position by [Referrer Name]**

Dear [Recipient Name],

I am writing to formally express my interest in joining the Board of Directors at [Company Name], following a recommendation from [Referrer Name]. Having followed [Company Name]'s trajectory in [Industry/Sector], I am eager to offer my technical expertise and strategic leadership to support the board's governance and long-term objectives.

With over [Number] years of experience in [Specialization, e.g., Cybersecurity, AI, Cloud Infrastructure], I have a proven track record of aligning technology investments with corporate strategy. In my current role as [Current Title] at [Current Organization], I have successfully overseen [Brief mention of a major achievement relevant to a board role]. I believe my background in [Specific Skill] and [Specific Skill] would provide the board with valuable perspective on digital transformation and risk mitigation.

Specifically, I am drawn to [Company Name]'s commitment to [Company Initiative or Value]. I am confident that my experience in navigating the complexities of the modern tech landscape will help the board steer the company through its next phase of growth and innovation.

I have attached my Board CV and a summary of my professional biography for your review. I look forward to the possibility of discussing how my technical background can contribute to the continued success of [Company Name].

Thank you for your time and consideration.

Sincerely,

[Your Signature (if sending by mail)]

[Your Printed Name]