

[Full Name]
[Current Executive Title]
[Internal Department/Division]
[Date]

To: [Name of Chairperson or Selection Committee]
The Board of Directors
[Organization Name]

RE: APPLICATION FOR [BOARD MEMBER/SPECIFIC OFFICER ROLE]

Dear [Name of Chairperson or Members of the Board],

[Introduction: State your formal intent to apply for the Board position. Reference your current tenure with the organization and your commitment to its long-term mission.]

[Strategic Alignment: Outline your understanding of the current corporate governance landscape. Describe how your internal institutional knowledge provides a unique perspective for risk oversight and fiduciary responsibility.]

[Executive Achievements: Highlight high-level leadership successes. Focus on financial stewardship, cultural transformation, or market positioning that demonstrates readiness for a non-executive or internal board oversight role.]

[Governance Contribution: Specify which board committees you are prepared to serve on (e.g., Audit, Compensation, ESG, or Nominating) and the specific value-add you bring to those discussions.]

[Closing: Express interest in discussing the strategic vision of the board and how your transition will ensure continuity and governance excellence.]

Respectfully submitted,

[Handwritten Signature]

[Full Name]
[Professional Designations/Credentials]