

[Your Full Name]

[Your Current Title/Board Role]

[Your Phone Number]

[Your Email Address]

[Your LinkedIn Profile URL]

[Date]

[Hiring Manager/Governance Committee Chair Name]

[Organization Name]

[Organization Address]

Dear [Name of Recipient or Committee],

It is with great enthusiasm that I submit my candidacy for a seat on the Board of Directors at [Organization Name]. Having spent the last [Number] years as a [Your Current Professional Role] and serving on the board of [Previous Organization], I am currently transitioning my focus toward [Specific Sector/Strategic Area] where I can leverage my expertise in [Key Skill 1] and [Key Skill 2].

Throughout my tenure at [Most Recent Board or Executive Role], I led initiatives that resulted in [Specific Metric or Achievement]. My professional transition is driven by a desire to apply my background in [Specific Function, e.g., Audit, Governance, Digital Transformation] to support [Organization Name]'s mission of [Briefly mention organization's mission].

I am particularly drawn to [Organization Name] because of your recent work in [Specific Project or Recent News]. I am confident that my experience in [Relevant Industry Experience] will allow me to provide the fiduciary oversight and strategic counsel necessary to help the organization navigate its next phase of growth.

I look forward to the possibility of discussing how my governance experience and professional background align with the strategic goals of [Organization Name].

Sincerely,

[Your Signature (if hard copy)]

[Your Printed Name]