

# Guidance for Submitting Board Nominations

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Guidelines for Board Nominations

Dear [Recipient Name],

We are in the process of accepting nominations for our Board of Directors. To ensure a smooth and efficient nomination process, please follow the guidelines outlined below:

## Nomination Process

1. **Eligibility Criteria:** Please review the eligibility criteria for nominees, which can be found in the attached document.
2. **Nomination Form:** Complete the attached nomination form and ensure all required information is included.
3. **Submission Deadline:** All nominations must be submitted by [Insert Deadline Date]. Late submissions will not be considered.
4. **Submission Method:** Nominations can be submitted via email to [Insert Email Address] or mailed to [Insert Mailing Address].

## Additional Information

For any questions regarding the nomination process, please feel free to reach out to me directly at [Insert Your Contact Information].

Thank you for your attention to this important matter. We look forward to your nominations.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]