

Board Director Recruitment Approval Request

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Company: [Recipient's Company]

Dear [Recipient's Name],

I am writing to formally request approval for the recruitment of a new board director to enhance our governance and strategic direction.

As you are aware, the board is currently lacking in [specific skills or experience], and it is essential that we fill this gap to ensure the effectiveness of our leadership.

We have outlined the following key qualifications and responsibilities for the prospective candidate:

- [Qualification/Experience 1]
- [Qualification/Experience 2]
- [Responsibility 1]
- [Responsibility 2]

We believe that bringing in a director with the proper qualifications will significantly contribute to our overall objectives and enhance our decision-making processes.

Please find attached a detailed proposal, including the recruitment plan, timeline, and budget for your review.

We kindly ask for your approval to proceed with this recruitment at your earliest convenience. Thank you for considering this important request.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]