

# Proposal for Board Director Achievement Recognition

Date: [Insert Date]

To: [Board Chair's Name]

From: [Your Name]

Subject: Proposal for Recognition of [Director's Name]

Dear [Board Chair's Name],

I hope this message finds you well. I am writing to propose a formal recognition for [Director's Name] for their invaluable contributions and outstanding leadership as a Board Director.

## Background

[Director's Name] has served on the board since [Year] and has been instrumental in [specific achievements or initiatives]. Their dedication to our mission and their ability to [specific quality or skill] has significantly impacted our organization.

## Proposed Recognition

I suggest we commemorate [Director's Name]'s achievements during our upcoming board meeting on [Date]. Possible recognition methods include:

- A commemorative plaque
- A personal letter of appreciation
- A feature in our next newsletter

## Conclusion

Recognizing [Director's Name] not only honors their hard work but also inspires our board and staff. I would appreciate your consideration of this proposal and look forward to your feedback.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]