

# Letter of Recommendation

Date: [Insert Date]

To: [Board Committee Name]

From: [Your Name]

Title: [Your Title]

Company: [Your Company Name]

Dear [Committee Chair's Name],

I am writing to recommend [Candidate's Name] for participation in the [Specific Board Committee Name] of our organization. Having worked closely with [him/her/they] over the past [duration] in [context of your relationship], I believe [he/she/they] will bring valuable insights and experience to the committee.

[Candidate's Name] possesses [specific skills or qualities], which I believe are essential for the [Committee Purpose]. [He/She/They] has demonstrated [examples of contributions or achievements relevant to the committee's work].

I strongly believe that [his/her/their] involvement will contribute positively to our goals, and I am confident in [his/her/their] ability to collaborate effectively with the other committee members.

Thank you for considering this recommendation. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require further information.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]