

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Expression of Interest in Board Seat

Dear [Recipient Name],

I am writing to express my interest in a position on the board of directors at [Company Name]. With my extensive experience in [your field/industry], along with my passion for [specific interest related to the company's mission or vision], I believe I could make a significant contribution to your organization's strategic direction and governance.

Having held leadership positions at [mention relevant companies or organizations], I have developed a strong understanding of [mention relevant skills or expertise]. I am particularly impressed by [specific achievement or aspect of the company], and I am eager to bring my experience in [specific area] to support [Company Name]'s future initiatives.

Enclosed with this letter is my resume, which outlines my professional achievements and board experience in more detail. I would welcome the opportunity to discuss how my skills and vision align with the direction of [Company Name]. Thank you for considering my application.

Warm regards,

[Your Name]