

Letter of Intention

Date: [Insert Date]

[Recipient's Name]

[Title]

[Non-Profit Organization Name]

[Organization Address]

Dear [Recipient's Name],

I am writing to express my intention to serve on the board of directors for [Non-Profit Organization Name]. It is with great enthusiasm that I wish to contribute my skills and experience to further the mission and goals of your organization.

Having a strong passion for [specific causes or values related to the non-profit], I believe that my background in [mention relevant experience or expertise] positions me to provide valuable insights and support to the board. I am particularly impressed by [specific initiatives or accomplishments of the organization] and would be honored to be a part of your team.

I am committed to dedicating my time and efforts to ensure the continued growth and success of [Non-Profit Organization Name]. I look forward to the opportunity to discuss my candidacy further.

Thank you for considering my intention to serve. I hope to hear from you soon.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]