

# Letter of Recommendation

Date: [Insert date]

To Whom It May Concern,

I am writing to recommend [Candidate's Name] for a position on the board of [Non-Profit Organization Name]. I have had the pleasure of knowing [him/her/them] for [length of time] as [his/her/their] [relationship, e.g., colleague, supervisor], and I can confidently assert that [he/she/they] would be an invaluable asset to your team.

During [his/her/their] time at [Previous Organization or Capacity], [Candidate's Name] demonstrated outstanding leadership skills and a deep commitment to [specific mission or cause]. [He/She/They] successfully [mention an achievement or project], which resulted in [mention impact or outcome]. This experience showcases [his/her/their] ability to strategize and implement initiatives that align with the goals of your organization.

Furthermore, [Candidate's Name] possesses a unique ability to connect with individuals from diverse backgrounds, fostering collaboration and inclusivity. [He/She/They] is a natural communicator, adept at conveying complex ideas in a relatable manner. This skill will undoubtedly serve [him/her/them] well in a board role.

I wholeheartedly recommend [Candidate's Name] for a board position with [Non-Profit Organization Name]. [His/Her/Their] passion, dedication, and proven track record in the non-profit sector make [him/her/them] an excellent choice for this role. If you have any further questions, please feel free to contact me at [Your Phone Number] or [Your Email].

Sincerely,

[Your Name]

[Your Title or Position]

[Your Organization]

[Your Address]