

Letter of Commendation

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my sincere commendation for your outstanding commitment to community service and your demonstrated leadership skills. As we seek to enhance the effectiveness of our non-profit organization, I believe that your potential contribution to our board would be invaluable.

Your passion for [specific cause or area of focus] has not only inspired those around you but has also resulted in tangible positive changes within our community. Your ability to foster relationships and engage diverse stakeholders aligns perfectly with our mission to [insert organization's mission].

As our board focuses on strategic initiatives for growth and impact, I have no doubt that your insights and experience will greatly enrich our discussions and decision-making processes. We are particularly impressed by your track record in [specific accomplishments or roles relevant to the board].

We would be honored to have you as a prospective member of our board. Your unique perspectives and dedication would provide us with the guidance and vision necessary to advance our mission further.

Thank you for considering this opportunity to serve our organization and the community further. I look forward to discussing this with you in more detail.

Sincerely,

[Your Name]

[Your Position]

[Organization's Name]

[Contact Information]