

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my intention to nominate [Nominee's Name] for a position on the Board of Directors of [Organization's Name]. With a proven track record in [Nominee's Expertise/Field], I believe [he/she/they] would be an invaluable addition to the board.

[Nominee's Name] has demonstrated exceptional leadership skills and a commitment to [relevant values/causes], making [him/her/them] an ideal candidate. [He/She/They] has been involved in [briefly describe relevant experience or contributions].

I believe that [Nominee's Name]'s vision and dedication will greatly benefit the future of [Organization's Name]. I am confident that [his/her/their] contributions will help us achieve our goals and further our mission.

Thank you for considering this nomination. I am looking forward to the opportunity to discuss [Nominee's Name]'s candidacy further.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]