

# Request for Board Project Endorsement

[Your Name]  
[Your Position]  
[Your Organization]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Board Chair's Name]  
[Board's Name]  
[Board's Address]  
[City, State, Zip Code]

Dear [Board Chair's Name],

I am writing to formally request your endorsement for the [Project Name] that aims to [briefly describe the project purpose]. Your support would be invaluable in enhancing its visibility and paving the way for successful implementation.

We believe that this project aligns with our organization's mission and the board's strategic objectives. [Include any relevant details or statistics that support the project's importance and potential impact.]

We would greatly appreciate the opportunity to present this project to the board at your earliest convenience. Thank you for considering our request, and I look forward to your positive response.

Sincerely,  
[Your Name]  
[Your Position]