

[Your Name]
[Your Title]
[Your Department/Organization]
[Date]

[Search Committee Chair Name]
[Organization Name]
[Address]

Subject: Nomination of [Nominee Name] for Chief Diversity and Inclusion Officer

Dear [Search Committee Chair Name/Selection Committee],

I am writing to formally nominate [Nominee Name] for the position of Chief Diversity and Inclusion Officer (CDIO) at [Organization Name]. Having worked closely with [Nominee Name] in [context of relationship], I have witnessed their unwavering commitment to fostering an equitable and inclusive environment.

[Nominee Name] possesses the strategic vision and emotional intelligence required to lead our diversity initiatives. They have successfully implemented [Name of specific project or program], which resulted in [mention a specific positive outcome or metric]. Their ability to engage with diverse stakeholders and navigate complex institutional challenges makes them an ideal candidate for this executive role.

Key strengths that [Nominee Name] would bring to this role include:

- Expertise in developing comprehensive DEI frameworks and training programs.
- A proven track record of improving recruitment and retention of underrepresented groups.
- Strong advocacy for social justice and cultural competency within the workplace.
- Exceptional leadership skills and a collaborative approach to policy-making.

I am confident that [Nominee Name] will provide the leadership necessary to advance [Organization Name]'s mission and ensure that diversity and inclusion remain at the core of our institutional values.

Thank you for your time and consideration of this nomination.

Sincerely,

[Your Signature]
[Your Printed Name]