

[Your Name]
[Your Title/Position]
[Your Organization]
[Your Email Address]
[Date]

To the Diversity and Inclusion Board Selection Committee,

I am writing to highly recommend [Applicant Name] for a volunteer position on your Diversity and Inclusion Board. Having worked with [Applicant Name] for [Number] years in my capacity as [Your Relationship to Applicant], I have witnessed firsthand their unwavering commitment to fostering equitable and inclusive environments.

[Applicant Name] possesses a deep understanding of the challenges surrounding diversity in [Industry/Community Name]. They have consistently demonstrated the ability to lead difficult conversations with empathy, respect, and a solution-oriented mindset. Specifically, [Applicant Name] was instrumental in [Mention a specific project, initiative, or action the applicant took related to D&I].

Beyond their technical knowledge, [Applicant Name] is a collaborative team player who listens actively to marginalized voices and advocates for systemic change rather than performative gestures. Their background in [Mention relevant skill, e.g., community outreach, policy analysis, or human resources] would make them an invaluable asset to your board's mission.

I recommend [Applicant Name] without reservation. I am confident that their passion and expertise will significantly contribute to the goals of your organization. Please feel free to contact me if you require any further information.

Sincerely,

[Your Signature]

[Your Printed Name]