

[Your Name]
[Your Title/Role]
[Your Organization/Affiliation]
[Date]

[Recipient Name]
[Recipient Title]
[Name of the Community Board/Organization]
[Address]

Dear [Recipient Name],

I am writing to formally introduce and recommend [Candidate Name] for a position on the [Name of Community Board]. Having worked closely with [Candidate Name] for [Number] years in [Context/Setting], I am confident that their skills and commitment to our community make them an excellent fit for this role.

[Candidate Name] possesses extensive experience in [Area of Expertise, e.g., urban planning, public health, or local education]. During their time at [Candidate's Current Organization], they successfully led initiatives such as [Mention a specific project or achievement]. Their ability to collaborate with diverse stakeholders and their deep understanding of [Specific Neighborhood/Local Issue] would be a significant asset to the board's mission.

Beyond their professional qualifications, [Candidate Name] is a dedicated resident who is passionate about [Specific Goal, e.g., improving local parks or increasing affordable housing]. I have seen firsthand their dedication to transparency, equity, and effective communication.

I highly recommend [Candidate Name] for your consideration. I have attached their resume for your review and would be happy to provide any further information you may require.

Thank you for your time and for your continued service to our community.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Phone Number]
[Your Email Address]