

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate Name],

Thank you for your interest in serving on the Board of Directors for [Non-Profit Organization Name]. To proceed with your application for a Director or Officer position, please submit the following required documents:

- **Current Resume/CV:** Detailing your professional experience and previous board service.
- **Letter of Intent:** A brief statement explaining why you wish to serve and what specific skills you bring to the organization.
- **Conflict of Interest Disclosure:** Signed copy of our standard disclosure form (attached).
- **Professional References:** Contact information for two professional references.
- **Background Check Authorization:** Signed consent form for standard vetting procedures.

Please submit these materials to [Name/Committee] at [Email Address] by [Deadline Date].

Once your application is complete, our Governance Committee will review your materials and contact you regarding the next steps in the interview process.

Sincerely,

[Your Name]

[Your Title]

[Non-Profit Organization Name]