[Name of the Sender]

[Designation of the Sender]

To,

[Name of Recipient]

Subject: Endorsement letter for Board Member

Respected Sir/Madam,

I am writing this letter with much enthusiasm that I endorse [mention the name of the Candidate] to be considered as a Board Member in the [mention name of the Company]. He was [mention something about the candidate’s work experience i.e, where he worked previously and his qualifications, etc.] and is a very competent person for the job.

For further queries, you can reach me at [mention phone number] or through an email [mention email address.

Sincerely,

[Sender Name]

[Sender Signature]