

[Your Name]  
[Your Position]  
[Your Organization]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Position]  
[Recipient's Organization]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to highly recommend [VGA Board Member's Name] for the [specific position or role] at [Name of VGA Board or Organization]. I have had the pleasure of knowing and working with [him/her/them] for [duration of time] in [context or organization], and I believe [he/she/they] would be an excellent addition to your board.

During [his/her/their] time with us, [VGA Board Member's Name] demonstrated exceptional skills in [relevant skills or experience], which significantly contributed to [specific achievements or projects]. [His/Her/Their] ability to [specific ability or contribution] set [him/her/them] apart as a leader in our community.

Moreover, [he/she/they] possesses strong [personal quality or trait, e.g., communication, teamwork, problem-solving] skills, making [him/her/them] easy to collaborate with and an advocate for [specific causes or values]. [VGA Board Member's Name] has proven time and again that [he/she/they] is dedicated to [specific mission or goals relevant to the VGA Board].

I am confident that [his/her/their] passion and expertise will be an asset to [Name of VGA Board or Organization]. I wholeheartedly support [his/her/their] nomination and encourage you to give [him/her/them] serious consideration.

Thank you for considering this recommendation. Please feel free to contact me at [your phone number] or [your email address] if you require any further information.

Sincerely,

[Your Name]  
[Your Position]  
[Your Organization]