

[On Ministry Letterhead]

[Date of Correspondence]

Dan Donnelly, Director  
Office of Sponsorship  
Marianist Province of the US  
4425 West Pine Boulevard  
St. Louis, MO 63108-2301

Dear Dan:

On behalf of the Executive Committee of the Board of Trustees from [Ministry Name], we respectfully submit the following nominees for membership on our Board of Trustees.

[List Full Name of Nominees]

Board Nomination Forms are attached for each nominee to aid the Members of the Corporation in approving these nominations. Each of the nominees has served in some volunteer capacity in the past and/or is otherwise known to our community; we support these nominations.

Please let us know if you need additional information.

Sincerely,

Name  
Chair, Board of Trustees

Name  
CEO Title