LEADERSHIP LETTER TEMPLATE

This sample letter can be used to give to your employer to gain their support for your interest in serving on the HSPA Board of Directors.

{Insert date here}

Dear _____ {insert name of Manager, Supervisor, Director, or Administrator},

The purpose of this letter is to inform you of my sincere desire to run for {INSERT: the office of President-Elect or the Board of Directors} of the Healthcare Sterile Processing Association (HSPA). HSPA is the organization that represents the sterile processing (SP) profession and provides organized educational and certification offerings, professional development and support to more than 61,000 SP professionals worldwide.

I wish to run for office because I believe I could use my experience, skill sets and leadership qualities to make a positive difference – not only for HSPA, but also for the SP profession. As a Board member, I would be afforded the unique opportunity to network and collaborate with industry leaders; share my knowledge and experience with fellow SP professionals; achieve professional recognition for myself and our facility; and help guide, shape and support new projects, programs and initiatives that will help provide HSPA's membership and other SP professionals with the tools needed to consistently deliver quality customer service and improve patient safety.

Some travel and time commitments would be involved if I were elected to this office, including participation in Board of Directors conference calls, travel to the Annual Conference and at least two Board meetings, and as needed, involvement in additional projects and issues that require Board member input. HSPA covers all travel expenses to Board meetings, including airfare, hotel, and meal expenses.

I am confident that I can effectively balance the requirements of an HSPA Board member with my current on-the-job roles and responsibilities. I hope you will support me in my pursuit of this position on HSPA's Board. If you have any questions or concerns, please contact me and I'll be happy to provide more information.

In the meantime, I'd like to thank you for your time and consideration.

Sincerely,

SAMPLE