**Example covering letter to send out with trustee application packs**

**Guidance note for recruiters:**

This template covering letter is designed to get you started, however you will need to edit and tailor the information to meet your own requirements. You will need to pay particular attention to adapting this to include details of your own application process, including: clear instructions about what the candidate should complete, closing date for applications and where applications should be returned to.

Dear potential Trustee,

Thank you very much for your interest in applying for the role of trustee for **[organisation]**. Your application is very valuable to us. This important role in the governance of the charity is vital in ensuring that the work we do strategically and operationally meets the needs of those we support.

**[Sentence to describe the organisation and its purpose]**

If you are passionate about supporting individuals and organisations to provide vital services when and where they are needed, then being a trustee is incredibly rewarding.

**[Organisation]** is in the enviable position of having a stable staff structure, funding and medium-term contracts - allowing us to develop and innovate to help others thrive.

Everything you need to enable you to complete and return your application is contained within this pack which includes:

1. **Job advertisement**

*Please note the closing date, interview date and contact details for further enquiries.*

1. **Role description & person specification**

*Please read these carefully and ensure you provide evidence of how you meet the essential/desirable criteria within your application letter.*

1. **Additional resources**

*This includes ‘The Jigsaw’ which is a precis of* [***'CC3 The Essential Trustee'***](https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3) *- a document which you will become familiar with as part of your Trustee Induction* *upon successful appointment. Please read these for an overview of everything you need to know about being a trustee and to help you decide whether you feel you have the time and energy to commit to this role.*

1. **Trustee declaration form**

*You will be asked to sign this declaration if offered a position, so please read it through and ensure you are eligible to act as a charity trustee.*

I do hope this short introduction and additional documentation gives you all the information you require to submit a letter saying why you are interested in the role and how your skills and experience meet the person specification, along with the signed forms, but if not please do get in touch and we will be happy to answer any questions you may have.

We wish you the very best of luck with your application,  
**[Sign off from organisation Chairman]**