

SAMPLE MEMBER INTRODUCTORY LETTER

LETTERHEAD

Current Date

Name:

Address:

Dear:

Your name has been brought to my attention as a potential member of the _____ Advisory Committee by _____. Advisory committees at Loyalist College play a vital role in keeping our programs current.

There are two meetings held annually, normally one in the fall semester and one in the winter semester where members report on the state of the industry and faculty and students in turn report on the status of the program. This exchange is invaluable in our planning and we would very much like you to be part of the process.

If you are willing to sit on the committee, I will issue a formal letter of appointment upon receipt of your confirmation.

Sincerely,

President