**SAMPLE LETTER OF INVITATION FOR POTENTIAL COMMITTEE MEMBERS**

**(Send on School Letterhead)**

**Date**

**Name**

**Address**

**City/State/Zip**

**Dear\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:**

**(School name)** is committed to excellence in its **(career and technical education program name)** program. To help us achieve this goal, we reach out to leaders in business and industry, to community leaders, to parents, and to students in our community by asking them to work with us in an advisory capacity to improve our **(career and technical education program name)** curriculum and facilities.

You have been recommended to us as a person who is interested in **(career and technical education program name)** and as one who would make a valuable contribution to the program. We invite you to serve a **(length of time)** term on this career and technical education advisory committee. (NOTE – The term should be staggered if a newly formed committee.) By participating on this committee, you will have an opportunity to guide **(school name)** in preparing students for their next steps and to promote and improve career and technical education.

The career and technical education program advisory committee meets **\_\_\_\_\_\_\_\_\_\_** times each school year. The first meeting will be **(date)** in the **(career and technical education program area)** Department. The meeting will begin at **(time)** and end at **(time)**. Meetings are usually held **(date and location)**. In addition, calls to committee members are occasionally made as the need arises.

Please indicate your willingness to serve on this committee by checking the appropriate box and signing where indicated. Return this letter to our office in the enclosed envelope or fax to

**(Fax #)** by **(date)**. A duplicate copy of this letter is enclosed for your files.

Please contact me at **(telephone number)** if you have questions.

Sincerely,

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
(Teacher Name) (Principal Name)**

**(Career and Technical Education program name)**

**(Reference Initials)**

(Enclosures)

I accept the Committee appointment.

I am unable to serve on the Committee.

Signature**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Date**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**