

## SCHOOL/PROGRAM LETTERHEAD

Date

[name]  
[address]  
[city], TX [zip]

Dear [name]:

Your experience and excellent reputation have led to your recommendation for membership on the CTE Advisory Committee for Health Science at [name of school]. The committee is composed of outstanding business, industry and civic leaders from our community. It works to build partnerships between business and education by continually improving the workforce preparation for our students. Your insight into the knowledge and skills needed for today's competitive workplace would be of great value.

We realize your time is limited. We will make every effort to keep our meetings prompt and purposeful. There will be [number-no more than four] meetings a year for each of the [number – suggested three] years of your term.

I will contact you later this week about your potential commitment and to answer any questions you may have. Please do not hesitate to call me at [telephone number] if you have any questions. We look forward to working with you.

Sincerely,

[name]  
[address]  
[phone number]