# Attachment B - Sample Letter of Invitation

<DATE>

Mr. John Doe, Title

Company

Street Address

Your Town, Idaho 83300

**RE: LETTER OF INVITATION TO ATTEND COMMITTEE MEETING**

Dear Mr. Doe:

Because of your experience and demonstrated competency in the field of <PROGRAM AREA>, the <GOVERNING BOARD OR TRUSTEES> of the <SCHOOL/INSTITUTION> believe that you may be able perform a valuable service to the institution and business community as a member of the <COMMITTEE TITLE> Technical Advisory Committee (TAC) of <NAME OF SCHOOL>.

A TAC is composed of outstanding business and civic leaders in the community to facilitate cooperation between businesses and educational entities to provide career technical education opportunities and training for prospective students in our community.

We would appreciate it if you would consider this invitation to attend the next meeting of the <PROGRAM AREA> TAC to discuss your potential membership on the committee. The next meeting will be held on <DATE>. Please let us know if you can attend.

Sincerely,

Administrator

<ADMINISTRATOR EMAIL>

Committee Chair

<CHAIR OF COMMITTEE EMAIL>