# Attachment C: Sample Letter of Appointment

<DATE>

Mr. John Doe, Title

Company

Street Address

Your Town, Idaho 83300

**RE: LETTER OF APPOINTMENT**

Dear Mr. Doe:

This letter is to inform you that your appointment to the <PROGRAM AREA> Technical Advisory Committee (TAC) is effective beginning <START DATE> and ending <END DATE>.

The next committee meeting will be held at <TIME> <DATE> <PLACE>.

Thank you for your interest, as indicated by your acceptance of this committee appointment. We appreciate your willingness to assist us in supporting career technical education opportunities for students in our community.

Sincerely,

Administrator

Committee Chair