***Attachment B - Sample Letter of Invitation***

April 20, 2006

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 of **(name of school**).

An advisory committee is composed of outstanding business and civic leaders in the community and is directed toward achieving closer cooperation between business and education in providing Career & Technical Education opportunities and training for prospective students in our community.

We would appreciate it if you would give consideration to this invitation to attend the next meeting of **(program area)** Advisory Committee to discuss your potential membership on the committee. The next meeting will be held on (**date**). Please let us know if you are able to attend.

Sincerely,

Administrator and/or

Chair of Committee