***Attachment C – Sample Letter of Appointment***

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 Technical Advisory Committee is effective beginning , 20 \_, and ending, 20 \_.

The (first/next) meeting of the committee will be held in (place) at (time) on (date).

We wish to 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 and/or

Chair of Committee