

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:  
Name  
Address Line 1  
Address Line 2  
City, State Zip Code

Date

Name  
Address Line  
City, State Zip Code

Re: Invitation to Chair Committee

Dear :

It is with great pleasure that we submit our request to you to chair the Annual New Year's Day Parade Committee. Your excellent work over the past three years with the committee has not been overlooked and we know that your leadership of this committee will bring fresh, innovative ideas that will make this event a success.

We hope that you will accept this invitation and we anxiously await your answer.

Sincerely,

N A M E