

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

DATE

NAME
ADDRESS LINE 1
ADDRESS LINE 2
CITY, STATE ZIP CODE

Dear _____ :

I am in receipt of your letter dated _____ requesting that I serve on your finance committee. It should go without saying that I was deeply honored by your request. Unfortunately, my partner, _____, is serving as the chairman of the committee to elect _____. As a result, I am forced to decline your request.

You have my sincerest best wishes for a successful campaign. Maybe I can be of assistance to you after the primaries, should _____ not be successful.

Sincerely,

By:

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