**Email Template For Potential LWDB Members**

Good Morning (Insert Name)

It was great to connect with you {over lunch}. Thank you for considering joining the South Central Iowa Local Workforce Development Board. Your knowledge, expertise, and leadership in {human resources and advanced manufacturing} would be valuable assets to the board and those we serve throughout our 14 county area.

Attached you will find an overview of the board with expectations of board members and a schedule of upcoming meetings.

If you have any questions please give me a call. If you don’t have any questions and are interested, please complete the information below to send back in your reply:

**Information to complete:**

1. Phone Number:
2. Name of Organization:
3. Number of Employees:
4. Your Position/Title:
5. Political Affiliation (Choose One - Democrat, Republican or Independent):
6. A brief description of why you would like to serve on the board:  ***Example*** JBS has two large facilities making up almost 5000 jobs in southeast Iowa.  We are very dedicated to the success of the communities we operate in as well as serving our employees families and potential employees.

Looking forward to connecting soon! Please don’t hesitate to connect with any questions or thoughts.

Warm Regards,

{Insert Name}