First & Last Name of Individual

Title

Company

Address Line 1

Address Line 2

Dear First & Last Name of Individual:

Congratulations, you have been appointed to be a member of the Name of Local Workforce Development Board. Your term appointment began on 2/11/2022 and is set to end on 2/11/2025.

We request that you represent the viewpoints of your organization in your appointment serving in the business sector as an appointed Local Workforce Development Member.

Thank you for agreeing to serve as a member and your commitment to solving workforce challenges throughout insert town/county/counties. We appreciate your commitment of time to this important endeavor.

Please feel free to contact me directly with any questions, concerns, or input.

Sincerely,

*First and Last Name*

Executive Director

Name of Local Workforce Development Board

Telephone: (000) 000 - 0000

Insert Email Address

cc: *<CLEO, Vice Cleo, Chair, Vice Chair>*