**Email Template For Potential LWDB Committee Members**

Good {afternoon},

The {South Central Iowa Local Workforce Development Board} is looking for additional members to serve on the {Blank} Committee and {Name of person} gave me your contact information. Based on your experience, skills, and knowledge we believe that you would be a great addition to the board.

The committee description, member list, and committee meetings are attached. The committee meetings are currently virtual with an in-person option and typically last 30-60 minutes. Please let me know if this would work with your schedule. If so, please respond with your organization, position, and phone number. Let me know if you have any questions.

**Upcoming Meetings:**

* Tuesday, April 19, 2022 – 11:45 a.m.
* Tuesday, May 17, 2022 – 11:45 a.m.
* Tuesday, June 21, 2022 – 11:45 a.m.