

Notification of Collaborative Task Force Creation

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Position]
[Recipient's Organization]

Dear [Recipient's Name],

We are excited to inform you that we are in the process of forming a Collaborative Task Force aimed at [briefly describe the purpose of the task force].

This task force will include representatives from various organizations and stakeholders who share a common interest in [specific area of focus]. We believe that your expertise and involvement will be invaluable to the success of this initiative.

The first meeting is scheduled for [insert date and time], to be held at [venue/location or specify if virtual]. During this meeting, we will discuss the objectives, structure, and action plan of the task force.

Please confirm your participation by [RSVP deadline]. We look forward to your positive response and to working collaboratively towards our goals.

Thank you for considering this opportunity.

Sincerely,

[Your Name]
[Your Position]
[Your Organization]
[Your Contact Information]