

Announcement of Special Interest Group Formation

Date: [Insert Date]

To: [Executive Committee Members]

From: [Your Name] / [Your Position]

Subject: Formation of New Special Interest Group

Dear Executive Committee Members,

We are pleased to inform you that we are establishing a new Special Interest Group (SIG) aimed at [briefly describe purpose, e.g., "fostering collaboration in emerging technologies"]. This initiative aims to enhance our community's engagement and provide specialized resources and support for members interested in this area.

The first meeting of the SIG is scheduled for [date and time], and we encourage your participation to help shape the direction and goals of this group. Your insights and expertise will be invaluable in guiding our efforts.

Please find attached additional information regarding the SIG, including our mission statement, proposed activities, and membership details. We welcome your feedback and look forward to your support as we embark on this exciting initiative.

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]