

Establishment of Board Committee

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Organization: [Charity Organization Name]

Dear [Recipient's Name],

We are pleased to announce the establishment of a new board committee within [Charity Organization Name] aimed at [briefly describe the purpose of the committee, e.g., enhancing fundraising efforts, community outreach, etc.].

The committee will consist of the following members:

- [Member 1 Name] - [Role]
- [Member 2 Name] - [Role]
- [Member 3 Name] - [Role]
- [Member 4 Name] - [Role]

The primary objectives of this committee will include:

1. [Objective 1]
2. [Objective 2]
3. [Objective 3]

We believe that the establishment of this committee will significantly contribute to our mission of [insert mission statement or goal of the organization].

We look forward to your valuable contributions and commitment to making this committee a success. Should you have any questions, please do not hesitate to reach out.

Thank you for your attention and support.

Sincerely,

[Your Name]

[Your Position]

[Charity Organization Name]

[Contact Information]