

Local Chapter Committee Formation

Date: [Insert Date]

Dear [Recipient's Name],

We are excited to announce the formation of a new committee for the [Local Chapter Name]. This committee will play a vital role in enhancing our activities and serving our community effectively.

Committee Purpose:

The main objectives of the committee will include:

- Organizing events and workshops
- Engaging with community members
- Implementing initiatives for growth and development

Committee Members:

We invite you to be a part of this committee. Please confirm your interest by [RSVP Date]. The first meeting will be held on [Meeting Date] at [Meeting Location].

Contact Information:

If you have any questions, feel free to reach out at [Contact Email] or [Contact Phone Number].

We look forward to your positive response and your valuable contributions to the committee!

Sincerely,

[Your Name]

[Your Position]

[Local Chapter Name]