

Letter of Establishment

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to announce the establishment of a new committee within [Organization Name], aimed at [purpose of the committee]. This initiative is designed to enhance our efforts in [specific goals or objectives].

The committee will be comprised of the following members:

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

The inaugural meeting is scheduled for [Date] at [Time] in [Location]. We invite your participation as we outline our goals and strategies moving forward.

Thank you for your continued support of [Organization Name]. We look forward to your contributions to this exciting new endeavor.

Warm regards,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]