

[Your Name]
[Your Title]
[Business Association Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title]
[Organization Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]

Subject: Formation of a Strategic Committee

Dear [Recipient Name],

We are excited to announce the creation of a Strategic Committee within [Business Association Name]. This initiative aims to enhance our strategic direction and foster collaboration among our members.

The Strategic Committee will focus on:

- Identifying industry trends and challenges
- Developing actionable strategies
- Enhancing member engagement
- Providing insights and recommendations to the Board

We invite you to be a part of this committee as your expertise and insights would be invaluable. Please let us know your interest by [RSVP Deadline]. We believe that your contribution will greatly impact our mission and objectives.

Thank you for considering this opportunity. We look forward to your positive response.

Sincerely,
[Your Name]
[Your Title]
[Business Association Name]