

# Letter Outline: Objectives of the Special Task Force

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Objectives of the Special Task Force

---

Dear [Recipient Name],

I am writing to outline the key objectives of our newly formed Special Task Force within the association:

1. **Objective 1:** [Brief description of objective]
2. **Objective 2:** [Brief description of objective]
3. **Objective 3:** [Brief description of objective]
4. **Objective 4:** [Brief description of objective]
5. **Objective 5:** [Brief description of objective]

We believe that these objectives will effectively guide our efforts and contribute to the success of our initiative. Please feel free to share any feedback or additional thoughts.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Association Name]