

# Proposal to Establish a Special Task Force

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to propose the establishment of a special task force within our association to address [specific issue or challenge]. Given the importance of this matter, I believe that a dedicated group of individuals can significantly enhance our efforts and lead to more effective solutions.

The proposed task force would consist of [number] members and would focus on [brief description of the objectives and goals]. This initiative aims to harness the collective expertise of our association to tackle the challenges we face.

I kindly request your support in discussing this proposal within the upcoming board meeting. I am confident that the creation of this task force will benefit our organization and help us achieve our objectives more efficiently.

Thank you for considering this proposal. I look forward to your feedback and to working together on this important initiative.

Sincerely,

[Your Name]

[Your Position]