

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Association's Name]

[Your Association's Address]

[City, State, Zip Code]

To: [Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Subject: Request for Formation of a Special Task Force

Dear [Recipient's Name],

I hope this message finds you well. As [Your Position] of [Your Association's Name], I am reaching out to propose the formation of a special task force dedicated to advancing our current initiatives, particularly in the areas of [mention specific areas of focus].

The need for a focused group arises from [briefly explain the rationale behind the request, e.g., recent challenges, opportunities, etc.]. This task force would be instrumental in driving our objectives forward and ensuring efficient execution of our plans.

I believe that by collaborating with members who possess diverse skills and insights, we can enhance our effectiveness and achieve substantial results.

I kindly request your support in establishing this task force and would appreciate the opportunity to discuss this further at your earliest convenience.

Thank you for considering this proposal. I look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Position]

[Your Contact Information]