

Acceptance of Committee Role

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Agency Name]

[Agency Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally accept the position on the committee for [Specify Committee Name] at [Agency Name]. I am honored to be chosen and am eager to contribute my skills and experiences to support the agency's mission.

I look forward to collaborating with fellow committee members and participating in our upcoming meetings and initiatives. Thank you for this opportunity.

Sincerely,

[Your Name]