Appointment Letter

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to inform you that you have been appointed to the [Name of Committee] at [Agency Name]. Your knowledge and expertise will be invaluable as we work towards our goals of enhancing social services in our community.

Your term will begin on [Start Date] and will conclude on [End Date]. We would like to schedule an orientation session on [Orientation Date] to discuss the committee's objectives and your role in greater detail.

Thank you for your commitment to serving our community. We look forward to your contributions and collaboration.

Sincerely,

[Your Name]

[Your Position]

[Agency Name]

[Agency Address]

[City, State, Zip Code]