

# Family Business Advisory Committee Formation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are excited to announce the formation of the Family Business Advisory Committee. This committee aims to provide guidance, support, and strategic direction for our family-owned business to ensure its growth and sustainability.

As a valued member of our family business, your insights and experiences are invaluable. We believe your participation will contribute significantly to our discussions and decisions.

The first committee meeting is scheduled for [Insert Date] at [Insert Location/Platform]. We will cover the following agenda items:

- Introduction and Overview of the Committee
- Set Goals and Objectives
- Discuss Key Challenges and Opportunities
- Establish Meeting Frequency and Structure

Please confirm your availability for the meeting by [Insert RSVP Date]. We look forward to your participation and are excited about the journey ahead.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]