

Application for University Committee Membership

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Committee Chair's Name]

[Committee Name]

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Committee Chair's Name],

I am writing to express my interest in becoming a member of the [Committee Name] at [University Name]. As a [Your Current Position, e.g., student, faculty member, alumni], I am passionate about [briefly explain your interest in the committee's work and any relevant experience].

I believe that my skills in [mention relevant skills or experiences] would contribute positively to the committee's efforts. I am particularly interested in [specific areas of focus within the committee's mandate].

Thank you for considering my application. I look forward to the possibility of contributing to the important work of the [Committee Name].

Sincerely,

[Your Name]