

# Request for Involvement in Partnership Advisory Board

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally invite you to join our Partnership Advisory Board for [briefly describe the initiative or project]. Your expertise in [mention relevant area] would greatly benefit our purpose of [describe goals and objectives].

As a member of the board, you would provide valuable insights and guidance, helping us navigate the challenges and opportunities within [industry or field]. We anticipate quarterly meetings, starting in [mention start date], along with occasional consultations as needed.

We believe your contribution could greatly enhance our efforts and would be honored to have you on board. Please let us know your interest by [mention response deadline] so that we can provide further details.

Thank you for considering this opportunity. We look forward to the possibility of working together.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]