

Invitation to Join the University Diversity Task Force

Dear [Recipient's Name],

We are excited to invite you to become a member of the University Diversity Task Force. As a valued member of our university community, your insights and contributions are essential in fostering an inclusive and diverse environment.

The task force aims to address key issues related to diversity, equity, and inclusion within our university. Your expertise in [mention specific field or experience] would greatly enhance our discussions and initiatives.

We would like to schedule an initial meeting on [date] at [time] in [location/Zoom link]. Your presence at this meeting will help us outline our goals and plan for the upcoming year.

Please confirm your participation by [RSVP date]. We look forward to working together to make our university a more welcoming place for all.

Thank you for considering this opportunity.

Sincerely,

[Your Name]

[Your Title]

[University Name]