

Committee Member Notification

Date: [Insert Date]

Dear [Committee Member's Name],

We are excited to announce that the [Event Name] will be held on [Event Date] at [Event Location]. As a member of the [Committee Name], your involvement is crucial to the success of this event.

Your specific duties will include:

- [Duty 1]
- [Duty 2]
- [Duty 3]

Please confirm your availability for this event by [RSVP Date]. If you have any questions or require further information, feel free to reach out to me at [Your Email] or [Your Phone Number].

Thank you for your commitment and support!

Sincerely,

[Your Name]

[Your Title]

[School Name]