

Sample Letter of Appointment to UVU Program Advisory Board

[Letterhead]

[Date]

[Name], [Title]

[Affiliation]

[Address]

[City], UT [Zip]

Dear [Name]:

Thank you for your willingness to serve on the [program advisory board].

This letter is to inform you that your appointment to the UVU _____ Program Advisory Board is effective beginning _____, 20__, and ending _____, 20__.

The [first/next] meeting of the board will be held at [place] in [room number] on [date] at [time].

We want to thank you for accepting this board appointment. We appreciate your willingness to assist us in supporting all educational opportunities for students in our community.

Sincerely,

Administrator and/or Chair of Committee

cc: Appointee's Supervisor

**Note any enclosures and add any specific information to your school such as parking, directions, etc.*