

Sample Letter of Invitation to Join UVU Program Advisory Board

[Letterhead]

[Date]

[Name], [Title]

[Affiliation]

[Address]

[City], UT [Zip]

Dear [Name],

The Office of Academic Affairs at Utah Valley University (UVU) is currently selecting individuals with industry expertise to help enhance our university programs across the campus. We are seeking guidance and support from key partners to ensure our state-approved programs remain relevant.

We would like to invite you to join the [Program] advisory board, which convenes once a year, with the possibility of a follow-up meeting. The advisory board's purpose is to provide recommendations and support for the continuous improvement of all educational programs at UVU. Please review the enclosed materials for more information about our programs.

I will be reaching out to you soon to discuss this opportunity further. If you have any questions or concerns, please contact me at [phone number] or [email].

Thank you for your consideration.

Sincerely,

Dean/Administrator
[School Name]

Department Chair
[Program]

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