

Date

Mr. John Doe
America Plant Company
P.O. Box 617824
Oklahoma City, OK
73101

Dear Mr. Doe:

It is with great pleasure and appreciation that the Great Plains Technology Center welcomes you as a member of the <Program Name> program advisory committee. Your voluntary membership is for a two-year term. All memberships are renewable for additional two-year terms upon receiving a continued recommendation from the program instructor.

Your knowledge and expertise in the <Industry Name> industry and your interest in career and technology education can provide the advisory committee with a valuable resource regarding the direction of the <Program Name> program and its service to students and the community. We hope you will find this an important, worthwhile and rewarding experience.

Thank you for your time and interest in career and technology education and your willingness to serve on this all-important committee. Your input is of the greatest value to our students' success.

Sincerely,

Clarence Fortney
Superintendent/CEO