

Sample Invitation

(Date)

Dear Advisory Committee Member:

Thank you for your willingness to serve as an Advisory Committee member for the (name of your course) ROP course. Your attendance, input and advice are vital to the success of our program. As a committee member, we ask you to participate in our annual meeting and offer your expertise and guidance to ensure that our program meets industry standards and expectations.

The (name of your course) Advisory meeting will be held on:

(Day, Date, Time)

(Location)

(Address)

Directions enclosed.

The agenda for the meeting, proposed course outline, occupational competencies and safety test for the course is enclosed. Please review these materials and make any changes prior to attending the meeting. Bring this packet with you to the meeting. If you are **unable** to attend or send a representative, please call our office at (your phone number).

I look forward to meeting with you. Again thank you for your support.

Sincerely,

(Your name,
Course name
School name)

Enclosures