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## Sample Advisory Board Invitation Letter/Email

The Nonprofit Institute, University of San Diego

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## Sample Advisory Board Invitation Letter/Email

(Prospective Board Member's Name and Address)

(Date)

Dear (Prospective Board Member's Name):

**(Introduction - short and direct)**

I'm pleased to invite you to become a member of the [School Name] (school name) Advisory Board for 2007-08.

**(Pitch - What are the benefits to this advisory board member? Customize this section of the business invitation letter for the particular person you're inviting)**

[School Name] is an innovative school that combats the twin problems of student disengagement and low academic achievement by creating personalized, project-based learning environments where all students are known well and challenged to meet high expectations. Being a member of [School Name] (school name's) Advisory Board provides you with a unique opportunity to:

- Contribute to the success of the school
- Make a positive impact on public education
- Serve your community
- Expand your network and meet people with similar interests

[School Name] (school name) is a dynamic organization and needs the support and input of people with your experience and insight.

**(Advisory board's mandate and focus - What are the advisory board's goals?)**

The main purpose of the [School Name] (school name) Advisory Board is to keep track of the big picture of the school, address issues of concern and possibly develop strategies to address these concerns. It is important to promote voice at the local level and to provide a setting in each school for its constituencies' interests to be addressed.

**(Details - What are the responsibilities of board members?)**

Advisory board meetings will be held quarterly- usually in September, November, February, and May. Each meeting will be about two hours in duration.

**(Close and thank you)**

Thank you for taking the time to read this email and consider being a part of the [School Name] International Advisory Board. As you consider this invitation, I am available to discuss any questions you may have. You can reach me by phone at (phone number) or via email at (email address).

Sincerely,

(Your signature)

Name

Director, [School Name] (school name)