Sample

School Counseling Advisory Council Letter

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

Because of your interest in quality education and demonstrated expertise in the field of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, the counseling department and staff of ABC School are confident you could provide an invaluable service to the school as a member of the School Counseling Advisory Council.

The advisory council will be composed of outstanding leaders in the school and

community and is tasked with making recommendations regarding student and

community needs and advising the school counseling staff as it strives to meet these needs.

The advisory council will meet up to three times a year. Please give this invitation careful consideration and inform us of your decision by \_\_\_\_\_\_\_\_\_\_\_\_\_.

Your acceptance will greatly enhance our school counseling program.

