[Date]

[Recipient's Full Name]
[Recipient's Address]
[City, State, Zip Code]

Subject: Appointment as Chairperson of the [Name of Committee] Advisory Committee

Dear [Recipient's Last Name],

On behalf of [Organization Name], I am pleased to formally appoint you as the Chairperson of the [Name of Committee] Advisory Committee, effective [Start Date].

Your extensive experience and leadership in [Field/Industry] make you an ideal fit for this role. As Chairperson, your primary responsibilities will include:

- Presiding over committee meetings and setting meeting agendas.
- Leading the committee in providing strategic advice and recommendations to [Board/Management].
- Facilitating productive discussions among committee members.
- Ensuring the committee fulfills its goals and objectives as outlined in the committee charter.

The term of this appointment is [Duration, e.g., two years], concluding on [End Date]. The committee is scheduled to meet [Frequency, e.g., quarterly] via [Meeting Format, e.g., in-person or video conference].

Please sign and return the enclosed copy of this letter to confirm your acceptance of this appointment. We look forward to your leadership and the valuable contributions you will bring to our organization.

Sincerely,

[Your Signature]

[Your Name]
[Your Title]
[Organization Name]

Acceptance:

I accept the appointment as Chairperson of the [Name of Committee] Advisory Committee under the terms described above.

Signature: _____ Date: _____