To,

[Recipient Name]

[Recipient Designation]

[Recipient Address]

Date:

**Subject: Invitation Letter to Join the Committee of [State the Name of Committee]**

Dear [Name of Recipient with his/her Professional Title]

I am writing this letter to officially invite you to serve as a member of [committee name] formed for the purpose of [state the purpose briefly]. Your expertise and experience seems perfectly fit to be a part of this committee. I am hoping you might be willing to serve on this committee.

Thank you in advance for your consideration.

Sincerely,

[Sender Name]

[Sender Designation]