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

Because of your interest in quality education and demonstrated expertise in the field of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, I/the counseling department and staff of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ school am/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 goal of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ school is to create and provide a comprehensive, developmental school counseling program. We need your guidance as we move towards implementation at all levels. Please consider joining us.

The advisory council will meet twice a year. Please give this invitation careful consideration and inform us of your decision by \_\_\_\_\_\_\_\_\_\_\_\_\_. Your acceptance of council membership will greatly enhance our school counseling program.

Sincerely,

School Counselor