***Date***

Town Supervisor

Town of Athens

2 First Street

Athens, NY 12015

Re: Athens Community Foundation Advisory Board

Dear Supervisor:

I am writing to express my interest in serving as an active member of the Athens Community Foundation Advisory Board, and to fill one of the open positions on the Board in 2018.

I live in Athens, and reside at ***(address).***

***This paragraph should provide a brief description of your understanding of the role of an Advisory Board member.***

***This paragraph should provide a brief overview of why you would be an asset as a member of the Advisory Board, and include an acknowledgement that you will make every effort to achieve 100% active participation in the process.***

Please consider this a formal notification of my interest to serve in the capacity referenced. I would welcome the opportunity to meet with you to further highlight my interest, and answer any questions you may. My contact information (telephone number and email address) are as shown in the signature block below.

Please give me a call or advise by email as to how I should best follow up.

Respectfully,

***Signature***

***telephone number***

***email address***