

Sample
Local Hero Selection Committee Letter

(Date)

(Inside Address)

Dear _____:

On behalf of ABC Business and KXYZ, thank you for having agreed to be a member of the Local Hero Selection Committee for the (year) Local Hero Awards in celebration of (_____ Heritage Month). As a prominent member of the (_____ community), your assistance and insight is greatly appreciated and invaluable in selecting this year's honorees.

The purpose of this project is to honor men and women who have made significant contributions to our community in the following areas: business, social services, community service, cultural arts, and education.

The project is a joint venture between ABC Business and KXYZ to pay tribute and recognize unsung heroes from the (_____) community. This project also highlights related programming throughout the heritage month on your local PBS station. Mark your calendar for this year's event to be held on (date).

As a member of the selection committee, your time commitment will be minimal, but critical. Specifically, members of the selection committee will meet on (date/time) at the KXYZ Studios located at _____ for an introductory meeting and to receive the nominations forms for the "Local Hero" awards. After nominations are received by the station's event planner, they will be mailed to you for review and you will be invited to a final selection committee meeting to name the honorees.

Please contact me at (phone) if you have any questions.

Thank you, in advance, for your valuable participation on this committee.

Sincerely,

Name
Title