

Put date here

Committee Member’s Name,

Dear ,

Thank you for agreeing to serve on my Senior Project Committee.  To ensure that our committee meeting is a success, I have provided you with this confirmation letter, detailing the date, time, and location of the meeting:

Put date of meeting

Date:

Put time of meeting

Time:

Put location of meeting

Location:

If for any reason you are unable to make this meeting, please let me know as soon as possible at so that I can re-schedule with all committee members. Thank you again for committing your time and expertise to me throughout this process. I look forward to the journey ahead!

Put your phone number

Sincerely,

Print your name here

School Without Walls ▪ 480 Broadway ▪ Rochester, New York 14607-3697 ▪ Tel (585) 546-6732 ▪ Fax (585) 262-8947