

Put date here

Dear ,

Committee Member’s Name,

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

Sign your name here

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