

(This example letter is for Self-Nomination. It may be adapted for nominations other than by one's self.)

Address
Address
Telephone number
Email address
Date of letter

Texas Aggie Corps of Cadets Association
Attention: Board Nominations Committee
1134 Finfeather Road
Bryan, TX 77803-3823

Dear members of the Nominations Committee:

Please consider me as a candidate for service on the Texas Aggie Corps of Cadets Association Board of Directors. I want to serve on the Board because....

I am also willing to serve on the CCA Advisory Council if needed. (Optional sentence.)

My past affiliation with Texas A&M University, the Corps of Cadets, and the Texas Aggie Corps of Cadets Association includes....

The enclosure summarizes my professional experience. I offer the following additional information which is uniquely relevant to CCA Board service....

If elected for service, I agree to abide by the duties of Board Members specified in the Association's Bylaws. Specifically, I agree to maintain giving at the Reveille level (\$500/year) or above, and I agree to attend Board meetings and CCA-sponsored events to the best of my ability.

Yours truly,

(Name)

Encl: Resume (or) Curriculum Vitae (or) LinkedIn profile