

_____ Department

Date

Name
Company Name
Address
City, State info

Dear Name _____,

In efforts to remain current in industry trends and to continue growing the program in a direction that supports our local community and industry partners, Cerritos College Department name faculty invites you to attend our next Department Name Advisory Committee Meeting.

Your participation on this committee is essential in providing guidance and support to make our goals a reality. We consider it an honor if you would attend the meeting and share your expertise and ideas with us.

Date: day of the week, date
Time: time
Location: Department Building, room ____
 Cerritos College
 11110 East Alondra Blvd
 Norwalk, CA 90650

Please RSVP at your earliest convenience if you have not done so already. You may respond by email to _____@cerritos.edu or voicemail at (562) 860-2451 x____.

Regards,

_____, Department Chair
Cerritos College
Department