



April 1, 2014

Jane Smith
123 Any Street
Tacoma, WA 98405

Dear Ms. Smith,

There are currently three member openings on the City Events and Recognitions Committee (CERC), and I am writing today to encourage you to apply for one of these volunteer positions. I believe that your background and experience planning countless events as Any High School's student body president make you uniquely qualified to contribute in this capacity.

The CERC is comprised of residents from each of Tacoma's five Council Districts. Members address matters pertaining to City-hosted events and special recognition programs, and they are responsible for planning, reviewing and evaluating events, engaging the community in fundraising efforts, and soliciting corporate and private sponsorships to leverage funds for City-hosted events such as the Martin Luther King Jr. Celebration and the City of Destiny Awards.

Meetings are held at 6 p.m., on the second and fourth Monday of each month, in the Tacoma Municipal Building Visibility Center (747 Market St., 9th Floor).

The quarterly call for applications begins today. Applicants can go to cityoftacoma.org/cbc for more information or to submit an application. Those who would prefer hard copy applications, and those with questions, can email servetacoma@cityoftacoma.org, call (253) 591-5178 or stop by the Customer Support Center in the second floor lobby of the Tacoma Municipal Building (747 Market St.).

Sincerely,

Name
Title
Organization Name