

****SAMPLE OF LETTER REQUESTING CAC MEMBERSHIP****

[Printed on Organization letterhead]

[Date]

Policy Committee Chair
Oahu Metropolitan Planning Organization
707 Richards Street, Suite 200
Honolulu, Hawaii 96813

Dear Chair:

Request for Membership to the OMPO Citizen Advisory Committee (CAC)

Organization Name has attended the required four meetings within a twelve-month period and is requesting membership to the OMPO CAC.

Attached is our completed application form for your review.

The representative will be Representative Name.

The alternate will be Alternate Name (if applicable).

Thank you for your time. We look forward to participating as a member of the CAC.

Sincerely,

Chair/President
Organization Name

Attachment