

Acceptance Letter



The ABC PTA

(Date)

Dear _____,

On behalf of the nominating committee, I would like to thank you for accepting the nomination for the position of _____ for the 201__-201__ year.

Please fill out and sign the Notice of Acceptance below and return it to the Nominating Committee Chairman within the week.

Congratulations on your nomination.

The Nominating Committee
_____, Chairman

The ABC PTA

Acceptance of Nomination

I, _____, accept the nomination for the position of _____ for The ABC PTA for the year 201__-201__.

I understand the job description and accept the responsibility of this position.

Date: _____

Signature: _____