

# Document #5

## Acceptance Letter



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**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 202\_\_-202\_\_ year.

Please fill out and sign the Notice of Acceptance below and return it to the Nominating Committee Chairman by \_\_\_\_\_.  
*(date- should be about 1 week later)*

Congratulations on your nomination.

The Nominating Committee

\_\_\_\_\_, Chairman

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**The ABC PTA**

Acceptance of Nomination

I, \_\_\_\_\_, accept the nomination for the position of

\_\_\_\_\_ for The ABC PTA for the year 202\_\_-202\_\_.

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

Date: \_\_\_\_\_

Signature: \_\_\_\_\_