

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

[Printed on Organization letterhead]

[Date]

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

Dear Chair:

Subject: Membership to the OahuMPO Citizen Advisory Committee

Organization Name has attended the required four meetings within a twelve-month period and is requesting membership to the OahuMPO Citizen Advisory Committee. 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,

Signature

Name of Organization Head

Title (e.g. Chair/President)

Organization Name