

## 6b. TASK FORCE EMAIL TEMPLATE

Dear **[Name]**

We are very happy to announce that we have formed a Task Force to decide on and oversee key initiatives that **[org name]**-SVP engage on going forward. The Task Force will develop the Action Plan, oversee the execution of the plan and periodically review and refine the Action Plan.

This Task Force will be in operation from **[date]** to **[date]**. The members of the task force are

1. **[Name] [Organisation] [Designation]**
2. **[Name] [Organisation] [Designation]**
3. **[Name] [Organisation] [Designation]**
4. **[Name] [Organisation] [Designation]**
5. **[Name] [Organisation] [Designation]**

We sincerely thank the Task Force Members for committing their time to make the **[org name]**-SVP engagement more effective.

Regards,

**[Name]**