

SAMPLE COVER LETTER

February 27, 2017

Winky Willow - South District Chair
207 Oak Drive
Madison, WI 53333

Dear Winky,

The Partners of WHA is an advocate for our hospitals, clinics and communities. Our organization's strength begins with our leaders.

Names of several volunteers in your District have been submitted as possible future leaders in Partners of WHA. They will be sent a letter and questionnaire to fill out and return indicating their interest in leadership positions, as well as their particular skills, experiences, and abilities.

The names submitted from your District were:

Kelsey Clue – Westminster Auxiliary

Bradley Branch – Potato Ridge Volunteers

Grey Cloud – Partners of Rainbow Valley

If they should have any questions, we hope that you can assist them in finding the answer, or referring them to the appropriate person who can be of help. The Partners of WHA website has names and positions of Local, District and State leaders that can be contacted.

Thank you for your leadership in your District, and your support for future leaders in our organization.

Jan Molaska, President-Elect, Partners of WHA

Sherry Jelic, Community Health Education Chair