**EMAIL TEMPLATE FOR COMMITTEE MEMBERS WHOSE TERMS ARE EXPIRING-COPY CHAIR OF THE COMMITTEE ON THE EMAIL AS WELL.**

...

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
The members of the Committee on Committees would like to thank you for your service to the Committee on\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Your term on this committee will conclude on April 30, \_\_\_\_. Newly appointed committee members will begin their tenure at the May meeting of your committee, which you may also attend. However, you will not be able to vote on the new chair/secretary.   
  
Thank you for your important service on this committee of the college.  
  
Sincerely,  
Committee on Committees