

To: \_\_\_\_\_

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

From: Family Council

On behalf of our family council, I am writing to request that

\_\_\_\_\_

attend the next meeting of our family council on \_\_\_\_\_, at \_\_\_\_\_.

We would appreciate her / his attending for:      ( ) part of the meeting

( ) all of the meeting.

The purpose of her / his attending will be:      ( ) liaison to the family council

( ) providing information / speaking about

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Thank you.

\_\_\_\_\_

Family Council Member