

SAMPLE SUSTAINABILITY COMMITTEE RECRUITMENT EMAIL

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Hello [Name],

The [name of department or office] is currently in the process of creating a Sustainability Committee to help drive institution-wide sustainability integration to create a more resilient institution and a better future for our graduates; I hope you will consider serving as a member.

We need devoted, knowledgeable, passionate people like you to represent the different areas of [institution name] to help run an effective and successful committee that embodies our interests. As a Sustainability Committee member, you will play a key role in creating and driving the sustainability vision and strategy while inspiring action among our students, staff, and faculty [add others as needed].

The time and effort you contribute as a member is appreciated and will contribute to a forward thinking community for our valued students, graduates, staff, and faculty. If you have any questions about the committee or would like more information, please do not hesitate to reach out.

I look forward to your response, thank you for your time,

Sincerely,

Name

Title

Contact Info