**Appointment of Joint Committee Representative to the Health Consortium**

 **Email Sample** *(send to Consortium@tompkins-co.org)*

To: Tompkins County Health Consortium <consortium@tompkins-co.org>

To Whom it May Concern,

I, Supervisor/Mayor, would like to request that Sally Healthy represent the Town/Village of Municipality on the Consortium's Joint Committee effective XX/XX/XXXX. *(An alternate is optional but preferred)* There will be meetings that she/he/they will be unable to attend. Therefore, I would like to add Jack Cooperative as an alternate to the Joint Committee effective XX/XX/XXXX.

Sincerely,

John Consortium *(Must be sent from your chief elected official's email account)*

Supervisor/Mayor of Municipality