**Appendix J**

**Sample Letter of Congratulations**

Dear [FIRST NAME],

Congratulations! Our panel of reviewers has selected you to participate in [State Association]’s Leadership Development Program!

So that we may reserve your place, we ask you to review the **Program Requirements and Financial Commitments** below. We also ask that you take the time to review these requirements with your employer to ensure their support, as some of the virtual meetings may take place during your normal work hours.

The LDP kick-off workshop will be held on [Day, Date], at [Location], from [Start Time to End Time]. In-person attendance is mandatory.

The webinar dates are as follows and will take place from [Start Time to End Time], each date:

* Webinar #, Subject, Date
* Webinar #, Subject, Date
* Webinar #, Subject, Date
* Webinar #, Subject, Date

After reviewing the information below, **please reply to this email no later than [Date],** with the following:

**Please respond with the following statement:**

“I agree to all of the program requirements, I understand my financial commitment, and I verify that I have my employer’s support, if applicable, for my participation in this program.”  YOUR NAME

**PROGRAM REQUIREMENTS AND FINANCIAL COMMITMENTS**

**I agree to fulfill all of the program requirements:**

* Full-day Leadership Development Program Workshop on [Date], at [Location].
* [Number] virtual webinars ([Number] minutes each; all webinars take place from [Start Time to End Time])
* Active participation in monthly virtual team meetings
* Individual leadership project
* Assignments related to the face-to-face program, monthly virtual activities, and leadership project

**I understand that MY financial commitment includes:**

* Tuition (cost sharing for the year-long program)
	+ $[cost] (Includes 1-night’s lodging)
	+ $[cost] (Does not include lodging. To use if you do not need a hotel room.)
* Transportation costs (ground and air) to and from [Workshop Location]
* Hotel accommodation (if needed) for nights **other than** **[Date]**
* Costs associated with attending virtual webinars and team meetings (*e.g.*, long distance telephone charges)

**I understand that [State Association] will provide:**

* Breakfast and lunch on [Date]
* Educational materials

If your situation has changed, please let us know **as soon as possible** that you are unable to participate in the program so we may offer your slot to another applicant.

Again, congratulations on your selection to the program!  More information will follow in the coming weeks. We look forward to working with you.

Sincerely,

[Contact Person’s Signature Block]