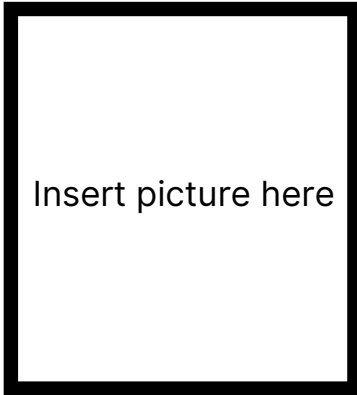


## Template for Letters of Intent:



[your company logo]

[Date]

Dear [Current TEA International or Division President]:

*State your intent to run for the TEA International Board or which TEA Divisional Board.*

[Paragraph #1]

Tell the Nomination Committee something about yourself. Your career highlights, connection to the TEA, important personal interests.

[Paragraph #2]

Tell the Nomination Committee what you intend to do to assist the TEA during your three year term. What are your goals for the TEA and your term? Are there specific committees that interest you? If so which ones? Here is the current list of TEA Committees: Finance, Membership, Marketing and Communications, Educational Programming, NextGen, New Business Relationships.

Closing statement

Signature

Name

Job Title

Company

Address

Email

*Please submit on company letterhead.*