**Program Suspension**

Date

Committee Member

Title

ABC Company

123 Alphabet St.

Thunder Bay, ON X0X X0X

Dear Committee Member:

It has come to my attention that the [Program Name] has been suspended. On behalf of the Board of Governors, the staff, and the students at Confederation College, I would like to extend our gratitude for your valuable contributions to the program’s advisory committee. Your input has been greatly appreciated.

I am confident that you will continue to follow Confederation College’s growth with interest, and I wish you all the best in your future endeavors.

Sincerely,

Michelle Salo, CPA, CGA

President

cc: *xxxxxx*, Coordinator