BILT SAMPLE INVITE

September 14, 2018

John Businessman

Technology Company

123 High Tech Drive

Somewhere, TX 75555

Dear Mr. Businessman:

We need your help to improve our regional economy and your pipeline of right-skilled job candidates.

Attached please find a formal invitation for you to be a leader as part of a national/regional Business and Industry Leadership Team (“BILT”) to help reform [discipline] workforce education within our nation/region.

The team will meet on October 23 from 8:30 am – 12:00 pm [location]. Lunch will be served.

This BILT will allow technical top-level thought leaders like you to help us address specific local workforce needs in [discipline].   
  
The first step in our working with you will be a rapid response job skills analysis process for each [discipline] area. This will give our BILT members the opportunity to validate/change a pro-forma list of knowledge, skills, and abilities (“KSAs”) to which we align our curriculum. We want to know what you believe companies will need in a skilled job candidate in the next few years. This information will then be used to enhance existing and develop new innovative curriculum to appropriately prepare workforce-ready workers.  
  
For this meeting we need attendees who are able to evaluate and weigh the technical KSAs (knowledge, skills, and abilities) for [discipline], which may mean you’d like to forward this invitation to other colleagues. No one person will be expert on all of this. Please send those names to me (email of organizer) at your earliest convenience.  We need all RSVPs finalized no later than October 1.  
  
For the job skills analysis process, face-to-face discussion is extremely important. Please let me know if you have any questions about this. That said, while we strongly encourage people to attend in person, if that is impossible, we will be providing virtual meeting access, but face-to-face participation is best.

We hope you’ll consider joining us on October 23. Your involvement is essential to our success in getting students the jobs they need and getting you the pipeline of candidates you likely need.

Please RSVP to me by October 1 at [email] or [phone].

Thank you for your time,  
  
Hand-signature

[signature block]

NOTE: Be sure to put the letter in an envelope that is hand-addressed and hand-stamped. This sets the letter apart and makes it more likely to be opened.