

Attachment “B”
Sample of Candidate Consent to Serve

Date

Sonja D. Smash, Chairman
120 Broadway – 35th Fl
New York, NY 10271

Dear Chairman Smash:

Enclosed is my application for nomination to the office of New York State Division (insert office) of the International Association of Administrative Professionals®. I have also enclosed the required letter of nomination from my Chapter.

If elected, I consent to serve to the best of my ability as an officer of the Division. I am willing to spend the time required to perform the necessary duties of my position. If for any reason I am unable to participate actively in the assigned work, I understand that I shall be expected to resign.

Sincerely,

(Type your name and sign)