

UNIVERSITY OF MARYLAND EXTENSION

Jinhee Kim
Professor, Associate Dean and Associate Director
University of Maryland Extension
7998 Regents Drive, 1202 Symons Hall
College Park, MD 20744
TEL: 301-405-6727, FAX: 301-405-2963
jinkim@umd.edu

[Date]

[Recipient Name]
[Recipient Address]

Dear [Recipient's Name],

On behalf of the University of Maryland Extension (UME), I extend my heartfelt gratitude for your willingness to serve on the [County Name] Extension Advisory Council (EAC). Your time, expertise, and dedication are invaluable as we work together to strengthen our programs and enhance their impact on Maryland's communities. As an EAC member, you will work with your EAC colleagues and [County Name] Extension faculty to develop resident educational programs. In addition to providing advice and counsel on programs, you will be a vital part of helping us promote the University of Maryland Extension locally.

Your insights will help ensure that our initiatives remain current and relevant, addressing the evolving needs of residents across [County Name or Baltimore City]. By serving on this council, you become an integral link between Extension and the people we serve, helping us translate research into practical solutions that improve lives.

University of Maryland Extension (UME) is a statewide informal education system within the University of Maryland and the University of Maryland Eastern Shore. Extension's administrative offices are at College Park in the College of Agriculture & Natural Resources. Our funding comes from the federal government through USDA, at the state level through the University of Maryland budget, and locally from the [County Name or Baltimore City] government. Your local UME Director, [County/City/Area Director Name], can help you better understand the level of county support as you start your role as an advisory committee member. For over a century, the University of Maryland Extension has provided science-based knowledge and educational resources to empower Marylanders in agriculture, natural resources, 4-H youth development, nutrition & health, and economic growth.

Once again, thank you for agreeing to serve on the UME- [County Name or Baltimore City] Extension Advisory Committee. I hope your active participation will be fulfilling; I know your involvement will benefit our organization. If you need a reasonable accommodation to participate in any event or activity, please contact your local University of Maryland Extension Office. Additionally, you will be provided a number of resources to assist you with navigating this process.

Please let me know if I can assist you as you carry out these important responsibilities. We look forward to working with you and deeply appreciate your commitment to our mission.

Regards,



Jinhee Kim, Ph.D.
Associate Dean and Associate Director,
University of Maryland Extension