

C/O Greater Olean Chamber of Commerce

301 North Union Street Olean, NY 14760

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Leadershipcattaraugus.org

**(Date)**

 **(personalized with name and address)**

Greetings. A member of the current Leadership Cattaraugus cohort has asked you to speak to our class because you are a leader in the community sector that you represent – whether it is manufacturing, agri-business, healthcare, government, etc. Knowing that you may not be familiar with Leadership Cattaraugus, we would like to take this opportunity to provide you with information on the program’s history and purpose so that you have a frame of reference around which to build your presentation.

Leadership Cattaraugus was established in 2003 as part of an effort to develop local leaders who would then use their leadership skills to make Cattaraugus County a better place to live. Today, Leadership Cattaraugus has 240 alumni and is represented on over 400 Boards of Directors throughout the county. We are an experiential learning program, using panel discussions and tours to expose our participants to county sectors they may not otherwise experience. Sectors highlighted during our program year include the Justice System, Economic Development and Tourism, Manufacturing, Government Services, Human Services, Health and Medical Services, Education and Agri-Business. Our goal is to give the group the broadest possible picture of the strengths and challenges of living and working in Cattaraugus County in the hope that they might find their passion and contribute to the overall wellbeing of County residents. For complete information on Leadership Cattaraugus, we encourage you to visit our website at leadershipcattaraugus.org

You have been asked to speak with our class because you offer a unique perspective in your field and we hope to draw on your leadership skills and experience. We very much want our cohort to understand your business and your work and how it contributes to the fabric of our community. We also want them to learn about the leadership skills needed to succeed in your field. When presenting to our group, please share the strengths and challenges of working in Cattaraugus County, as well as the leadership attributes essential to your success. Your experience and insight are valuable and we hope that you consider sharing them with our group.

We hope this information has been helpful and will guide your presentation to our class. If you have any questions, please contact us at contact@leadershipcattaraugus.org.

Thank you for your contributions to our community and thank you for sharing your insights with our class.

Respectfully,