



# AMERICAN BACKFLOW PREVENTION ASSOCIATION

## Sample Letter of Intent of Candidacy/Statement of Qualifications

(Date)

Elections Committee Chair  
American Backflow Prevention Association  
342 North Main Street; Suite 301  
West Hartford, CT 06117

Dear Sir:

This letter is to advise you that I have reviewed the qualifications pertaining to nomination for the office of (Insert Position Here), and have completed all necessary forms.

(Present your statement of qualifications...what specifically are your interests, and what you can bring to the Board of Directors).

- 1) Provide an introductory paragraph that covers your view of the challenges facing the Association.
- 2) Provide two or more additional paragraphs that expand upon your thoughts and views on the challenges facing the Association, as well as your vision for the future. Explain how you plan to address these challenges. Bullet points are allowed in these paragraphs if they are not overused.
- 3) The final paragraph should include a final thought to summarize your campaign statement of qualifications.

Sincerely,

(Name)

(Title)

(Company)