Name of Local Governor

c/o Academy name

Academy address

Academy address

Academy address

Academy postcode

 Date

Dear name of local governor

Re: Local Governor appointment decision

I am writing to inform you that following your application to be appointed as Local Co-opted Governor of the Local Governing Body at **insert name of school** the local governing board decided not to appoint you at this time. The reason for this is **insert a brief but honest reason.**

On behalf of the Diocese of Gloucester Academies Trust may I express appreciation of your interest in serving as a local governor.

Please do not hesitate to contact me should you have any questions.

Yours sincerely,

Name

Clerk to the local governing board

cc. Nicki Wadley, Head of Governance and People