Dear (participants' name),

On Behalf of Best Buddies (insert state) we would like to congratulate you on being selected for the position of State Ambassador. We are so excited to have you be a part of the state ambassadors program. We will be having our State Ambassador training on _____ at _____. At this training you will learn all about what is it to be a State Ambassador and the responsibilities that go along with your new honor. We will also be helping you review and edit an existing speech and come up with talking points. You will feel confident and ready to take on your new role as State Ambassador after completing your training.

Please RSVP for the State Ambassadors training by _____. Also, please reach out if you have any questions. Thank you and we are looking forward to seeing you.

Once again, congratulations on receiving this honor.

In friendship,