

## Letter Invitation

### *Agency Logo/Letterhead* (or coalition logo if developed)

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(Date)

Hello,

I am currently coordinating the development of a coalition in (*Community/County.*) A coalition is an alliance of people, groups, agencies, etc. who come together for a specific or common purpose. The focus of this coalition will be to (*provide details.*)

The first step in developing a coalition is to draw together a group of individuals from many sectors of the community who will begin discussing local needs related to this issue. Your expertise would be very valuable as we strive to build a strong coalition.

Our first meeting will be held on (*Date, time, location.*)

During this meeting, you will hear more about this opportunity, *you* will play a key role by sharing your knowledge and insight with the group. Please note that your attendance at this meeting does not commit you to join the coalition, however, you are more than welcome to do so. The meeting will last for approximately one hour. Feel free to bring a lunch with you. Coffee and treats will be provided.

Enclosed you will find general information on the drug/issue we are attempting to impact. If you have any questions, please call or email me at \_\_\_\_\_.

Sincerely,  
(*name*)

PS If you are unable to attend, please consider sending another representative from your organization. Concerned individuals representing a variety of professions and interests are what will lead to our success!