

# Public Consultation Announcement

Date: [Insert Date]

To: [Insert Recipient Name]

From: [Insert Organization/Department Name]

Subject: Invitation to Public Consultation on Urban Planning

Dear [Recipient Name],

We are pleased to announce a public consultation regarding the upcoming urban planning initiatives in [Insert Project Area/Region]. Your insights and feedback are essential in shaping our community's future.

## Details of the Consultation:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Venue/Address]
- **Format:** [Insert Format - e.g., Presentation, Q&A, etc.]

During the consultation, we will present our proposed plans and gather community input. This is an opportunity for you to voice your opinions, ask questions, and collaborate with us in fostering a sustainable urban environment.

Please confirm your attendance by [Insert RSVP Date], either by replying to this email or contacting [Insert Contact Information].

We look forward to your participation and valuable contribution.

Sincerely,

[Your Name]

[Your Position]

[Organization/Department Name]

[Contact Information]