

Citizen Consultation Outreach Letter

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are reaching out to invite you to participate in an upcoming citizen consultation regarding [specific topic or issue]. Your insights and opinions are invaluable as we work to ensure that our community's voice is heard.

Details of the consultation are as follows:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location]
- **Agenda:** [Brief description of the agenda]

Please RSVP by [RSVP date] to confirm your attendance. You may contact us at [insert contact information] or reply to this letter.

We look forward to your participation and appreciate your contribution to making our community a better place.

Warm regards,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]