

Invitation to Public Meeting

Dear [Recipient's Name],

We are pleased to invite you to attend a formal public meeting on [Date] at [Time]. The meeting will be held at [Location].

The agenda for the meeting includes:

- [Agenda Item 1]
- [Agenda Item 2]
- [Agenda Item 3]

This meeting is an important opportunity for community engagement and we encourage your participation in the discussions.

Please RSVP by [RSVP Date] to [Contact Information].

We look forward to your attendance.

Sincerely,

[Your Name]
[Your Title]
[Organization Name]
[Contact Information]