

# Invitation to Regional Transportation Planning Meeting

Dear [Recipient's Name],

We are pleased to invite you to the upcoming Regional Transportation Planning Meeting scheduled for [Date] at [Time]. The meeting will take place at [Location].

The purpose of this meeting is to discuss significant transportation projects in our region, gather public input, and collaborate on future planning initiatives. Your insights and participation are invaluable to ensuring a robust transportation plan that meets the needs of our community.

Please RSVP by [RSVP Date] to confirm your attendance. You can reach us at [Contact Information].

Thank you for your commitment to enhancing our regional transportation system. We look forward to seeing you there!

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]