

Invitation to Participate in Public Involvement

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are excited to announce an upcoming public involvement opportunity regarding [briefly describe the project or topic]. Your insights and feedback are invaluable to our efforts as we work to [explain the purpose of the project].

You are cordially invited to participate in a public meeting on [insert date and time] at [insert location]. This meeting will provide a platform for community members to voice their opinions, ask questions, and engage with project representatives.

Please RSVP by [insert RSVP date] to ensure your spot, as space may be limited. You can reply via email at [insert email address] or call us at [insert phone number].

We appreciate your interest in being an active participant in our community initiatives and look forward to your input.

Thank you!

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]