

Invitation to Policy Consultation Meeting

Dear [Recipient's Name],

We are pleased to invite you to participate in a policy consultation meeting scheduled for [Date] at [Time]. The meeting will take place at [Venue/Location].

The purpose of this consultation is to gather insights and perspectives on [Specific Policy Topic]. Your expertise and input are invaluable to us as we work to develop effective policies that will benefit our community.

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

Thank you for considering this invitation. We look forward to your participation.

Warm regards,

[Your Name]
[Your Position]
[Your Organization]
[Contact Information]