

# Invitation to Public Meeting

Dear [Recipient's Name],

You are invited to attend a public meeting scheduled for:

**Date:** [Insert Date]

**Time:** [Insert Time]

**Location:** [Insert Venue/Address]

The purpose of this meeting is to discuss [briefly state purpose]. Your participation is important, and we encourage you to share your thoughts and insights.

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

We look forward to your participation.

Sincerely,  
[Your Name]  
[Your Title]  
[Your Organization]