

Model Invitation Letter to Visioning Meeting

Date

Dear **(Name of Stakeholder)**,

The **(your agency)** and the **(name of partner organization(s))** are joining together to address the problem of **(name identified problem/issue)** in **(name specific school, neighborhood, or community)**. One of our first steps in working together was to identify groups and individuals that may have an interest in addressing this problem.

You have been identified as someone whose ideas and perspectives would contribute to addressing this important issue. On **(date)** at **(time)** we will be meeting with stakeholders at **(place)** to begin to discuss these issues and develop a shared and agreed-upon vision of what we plan to achieve by addressing this issue. This meeting will last no more than one and a half hours. This meeting will be facilitated by **(name or affiliation of the person who will facilitate)**, who will help us keep the process on track and end the meeting on time.

We are very excited about this collaborative project, and we hope that you will decide to be an ongoing member of our team. Nonetheless, your attendance at this first meeting will not obligate you in any way. It is our intent to involve as many different groups and individuals as are interested in this dialogue.

If you are interested in this project but are unable to attend the meeting, please contact **(name of contact)** at **(give e-mail address, phone number, and a mailing address)** and share your ideas so that they may be included as we develop the vision that will guide our work. Please feel free to bring other interested people to the meeting. Everyone is welcome. Also, please contact **(name given above)** if you have any questions.

We need you and your ideas to address **(problem/issue)** in our community. Please join us on **(repeat logistical information)**. We look forward to seeing you at this meeting as we take the first important step in addressing **(issue)**.

Signed

by Your Organization or Partnership Lead Organization