# Sample Invitation Letter

## Purpose

The sample invitation letter may be used to invite individuals to participate in a local pre-incident planning meeting. A separate tool, the sample invitation list, provides ideas and guidance for deciding whom to invite to the meeting.

## Instructions

The sample invitation letter is associated with Step 6 in the Pre-Incident Planning Guide***.***

The letter is provided in a Word document so that it may be easily transferred onto appropriate local letterhead.

The pre-incident planning team should consider who should sign the invitation letter: perhaps the local champion, the planning team leader, a local government leader, or another appropriate local person.

## Sample Invitation Letter

(Date)

(Guest Name and Address)

Dear (Invited Guest),

I would like to invite you to participate in a local meeting, Pre-Incident Planning for Drinking Water Incidents in (insert name of county, municipality, or other description of community).

Reliable and safe drinking water is a basic need of all people, but sometimes an incident occurs that affects its safety or availability: a storm, an infrastructure failure, contamination, or a similar incident. All local communities in North Carolina are vulnerable to experiencing a drinking water incident. If and when an incident occurs here, the residents and businesses in our community will expect their local government agencies to be prepared to respond in a clear, collaborative, and effective way.

As part of our pre-incident planning efforts in (insert name of county, municipality, or other description of community), we are holding this meeting. A primary purpose of the meeting is to further develop and support the working relationships among the individuals and entities involved in responding to incidents affecting drinking water in our community. Much of the meeting time will be devoted to group discussions designed to elicit information about our community’s experiences, strengths, resources, and challenges when it comes to responding to drinking water incidents.

The meeting will be held on (insert date and time) at (insert location and address).

If you will join us in this effort, please confirm your participation by contacting (insert name of RSVP person) at (insert email address and phone number for RSVP person).

Sincerely,

(Insert signature)

(Insert name and title)