

Invitation Letter to Agencies and Organizations

Dear _____:

On (date), Texas Cooperative Extension in (name of county) County is hosting Texas Community Futures Forum 2004, a "town hall" event where local residents can voice their ideas and identify issues facing the community.

We invite you to partner with us in this effort by representing (name of organization or agency) at our County Forum. It will be held from (start and end times) on (date) at (place) in (town). If you cannot participate, please ask one or more of your (members or staff members) to represent your organization.

The different views of people from a wide variety of public and private agencies and organizations are vitally important to fully represent our community. We hope you will ensure that (organization or agency name) has a voice in this process.

Our Extension Advisory Committee in (name of county) County will use the issues identified at the forum as a basis for planning educational programs over the next several years. We believe you will find this citizen input equally valuable in assessing community needs and interests related to ("your organization" or brief organization name)'s plans for the future.

Through forums to be held in every county in the state, Texas Cooperative Extension hopes to hear the diverse voices of more than 12,000 Texans. The information from County Forums, including ours in (name of county) County will be aggregated for regional and statewide planning.

We look forward to seeing you or other representatives of your organization on (date). (State if lunch/dinner and free parking will be provided.) Please RSVP to (name) at (telephone number) so we will know how many people will attend from your group. We would appreciate your response by (date).

Sincerely,