Invitation letter template

Dear X,

On [insert date], I will be hosting a town hall meeting at [insert location] that will focus on the health of [insert state/district] residents. As a leader who shares my conviction that we need to create solutions that make it easier for people to be healthy in their own communities, I would like to invite you to attend this important event.

The focus of this event will be the recent release of the 2013 [*County Health Rankings*](http://www.countyhealthrankings.org/)—a collaboration between the Robert Wood Johnson Foundation and the University of Wisconsin Population Health Institute—that measure the health of every county in our state across 25 different factors that influence health. This year’s report finds that [insert state/district] is doing well on such factors as A, B, and C, but also shows a strong need for improvement on X, Y, and Z.

As you know, prevention is the most cost-effective and common-sense way to keep people healthy— too often, however, our health care system focuses more on treating preventable disease, illness, and injury after they happen. It is my hope that this town hall provides our residents with the beginning of a roadmap to building a healthier community—I hope you will join me as a partner in this effort.

I look forward to seeing you on [insert date].

Sincerely,