



{Insert letterhead of municipality/state/company/organization/institution/agency}

{Date}

Dear {community/company/organization/institution/agency} {member/employee/etc.},

Given previous and ongoing events like {reference memorable recent event(s)}, we now find ourselves in a new era of more unpredictable and severe weather that can potentially cause more damage to our {community/company/organization/institution/agency}.

In order to be as proactive as we can in preparing and protecting our {insert}, I would like to personally invite you to join me at {one or two} free, half-day, Community Resilience Building Workshop(s) on {insert date} and {insert date}. The CRB Workshop(s) will take place from {insert time} to {insert time} at {insert location}. Refreshments and food will be provided.

The {insert lead facilitating entity} is partnering with {insert principal/core team and other key partner entities} to offer this timely {insert "single" or "two-part"} Workshop {series} which will bring together community members like you to comprehensively identify and prioritize steps to reduce risk and improve resilience across {insert name of community}. This {insert "single" or "two-part"} Workshop {series} will help clarify and advance comprehensive community resilience planning and hazard mitigation efforts.

The Workshops Objectives are as follows:

- Understand connections between natural hazards and local planning/mitigation efforts.
- Evaluate strengths and vulnerabilities of residents, infrastructure, and natural resources.
- Develop and prioritize resilient actions for the municipality, local organizations, institutions businesses, private citizens, neighborhoods, and community groups.
- Identify immediate opportunities to advance actions that reduce the impact of hazards and increase resilience in {insert name of community}.

**Please RSVP for the {insert date} and {insert date} Workshop(s) as soon as possible to the {insert lead facilitating entity}'s {insert principal person} at {insert phone #} or {insert email address}.**

I hope you or a designee can join me at these important workshops. Thank you for your consideration!

Sincerely,

{insert signature, name, title of leadership}