



## Twenty-Third Annual Community Forums On Substance Abuse

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*[Date]*

The Honorable XXXXXX

[Address]

[Address]

Dear XXXXXX,

On behalf of *[Insert Organization Name]*, I am writing to invite you to the **Twenty-Third Annual Community Forum on Substance Abuse** on *[Day and Date]*; *[Time frame]* at *[Location and address]*.

This year's Forum will address several topics important to the constituents in our community. The topics include 1) the local increase in heroin use and fatalities; 2) the increase in the demand for treatment services by women and girls; 3) the increasing misuse and abuse of prescription drugs by youth; and 4) the expected impact on the waiting list for treatment services as a result of the high rate of unemployment, the Governor's early release of offenders, and other environmental factors triggering increased substance use.

**We are inviting you to join your fellow public officials and community members as a participant in this important community event.** Representatives from area substance abuse prevention, treatment, and recovery support organizations will also be in attendance. This event promises to provide an excellent opportunity for dialogue between service providers, consumers of these services, community members, and policymakers. A portion of the agenda has been set aside for state legislators to address their constituents. A flyer for this program is enclosed.

We hope that you will be able to attend the Community Forum to share your views on these important issues. I will follow up with a call to your office within the next week to confirm your availability. In the meantime, if you have any questions, please do not hesitate to contact me.

Thank you for your consideration.

Sincerely,

[INSERT NAME & SIGNATURE OF FORUM COORDINATOR]

[PHONE NUMBER]

[EMAIL ADDRESS]

