



Twenty-Third Annual
Community Forums
On Substance Abuse

[Date]

The Honorable XXXXXX
[Address]
[Address]

Dear XXXXXX,

I want to thank you for agreeing to be part of the Twenty-Third Annual Community Forum on Substance Abuse scheduled for *(Day, date and time)* at *(Location and address)*. Enclosed is a flyer for this program, the agenda, and a map showing the location of the *(Name of Forum site)*. I am also including background information about the topics we will be discussing during the Forum.

If you have any questions, please contact me at *(Phone number of person coordinating Forum at the site)*.

Sincerely,
[INSERT NAME & SIGNATURE OF FORUM COORDINATOR]
[PHONE NUMBER]
[EMAIL ADDRESS]

