



Twenty-Third Annual
**Community Forums
On Substance Abuse**

[Date]

[Name]

[Address]

[Address]

Dear XXXXXX,

On behalf of *[Insert Organization Name]*, I am writing to invite you to the **Twenty-Third Annual Community Forums 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 and other service providers to be a part of this important community event. We are also inviting public officials, consumers of prevention, treatment, and recovery services, as well as members of the press. This event promises to provide an excellent opportunity for dialogue between service providers, consumers, community members, and policymakers. A flyer for this program is enclosed. **Please copy and share this with others who may be interested in attending.**

We hope that you will be able to attend the Community Forum to share your views on the important issues of substance abuse prevention, treatment, and recovery.

To RSVP for this event, please contact me at *[Insert Phone Number]*, or email me at *[Insert Email]*. You may also complete the enclosed registration form and mail or fax it to:

[INSERT MAILING/FAX INFORMATION]

Sincerely,

[INSERT NAME & SIGNATURE OF FORUM COORDINATOR]

[PHONE NUMBER]

[EMAIL ADDRESS]