**Sample Invitation**

The \_\_\_\_\_\_\_\_\_ Conservation District cordially invites you to attend an information session (or tour) on (date) at (time). The event will take place at (location). Approximately (number) local, state, and federal officials, interested organizations, and press will be joining the \_\_\_\_\_\_\_\_\_\_ Conservation District to discuss district activities, accomplishments, and goals. We anticipate ending the meeting at (time).

Please RSVP by (date) by calling (Phone number) and plan on joining us for this important event. Thank you for your consideration in this matter.

Sincerely,

Local Board President