

[Your Name]  
[Your Title]  
[Your Organization/Department]  
[Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Title]  
[Recipient Organization/Department]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Public Meeting Notification

We are writing to inform you about an upcoming public meeting regarding [Project/Topic Name]. This meeting aims to provide information and gather input from the community on [specific details about the agenda].

**\*\*Meeting Details:\*\***

Date: [Date]

Time: [Time]

Location: [Venue/Address]

Virtual Link: [if applicable, include link and access information]

The agenda will include presentations from [list any speakers or organizations], followed by a question-and-answer session to discuss [specific issues or topics]. We encourage your participation and feedback to help us [state purpose or goal, e.g., improve community services, enhance project outcomes].

Please RSVP by [RSVP Date] to [Contact Information] if you plan to attend. We look forward to your insights and contributions.

Thank you for your attention, and we hope to see you there.

Sincerely,

[Your Name]  
[Your Title]  
[Your Organization/Department]  
[Your Contact Information]