



<<Date>>

Dear <<Insert Name>>:

The <<Insert Coalition Name>> was established in response to the growing problem of opioid overdoses in our community, with a vision to eliminate overdoses in << Insert County Name>>.

On behalf of <<Insert Coalition Leaders>>, an invitation is being extended to you to join the <<Subcommittee>>. You were nominated for this position because of your dedication to the residents of <<County Name>>, and your ability to reach people with pertinent information.

We invite you to the <<Next Meeting>>, which will be held on <<Date>> from <<Time>>.

Please accept or decline your invitation as the <<Insert Subcommittee>> co-leader by <<Date>>.

If you have any questions, please contact <<Coordinator Name>> at <<Phone>> or <<email>>.

Sincerely,

Leader 1

Leader 2

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(Signature)

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(Signature)

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(Typed Name and Title)

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(Typed Name and Title)