# 2.2 Sample Invitation

**Purpose:** The Sample Invitation template can be used to create postcard or e-mail invitations.

**Directions**: Complete the form by filling in specific information about the meeting. Use with the **Meeting Accommodation Form**.

You are invited to help us establish a community network to communicate important transportation and emergency information to vulnerable populations. Let’s increase our responsiveness to the diverse communication needs of people in our area. We can’t do it alone. We need your support and presence in this process to ensure that our plan is on target and to help us spread the word. Please attend the upcoming meeting at:

Time:

Date:

Place:

Street Address:

City, State ZIP:

Logo of sponsoring organization

Please respond to **[name]** at **[phone or e-mail]** by **[date]**. If you plan to attend, please complete and return the **[enclosed/attached]** Meeting Accommodation Form to **[name]** by.