

Sample Letter of Invitation

	Date
Name of Your Organization	Dear [Name of Invited]: Most of us know that health care in the United States is in trouble.
Sponsor #1	More and more people are going without insurance. People who have health insurance are paying more. Some people are forced to choose between paying for medication and buying food. Still others delay visits to doctors because they can't afford them. The situation is affecting all of us, whether we're employees, business owners, seniors or children, whether we have a comfortable income or are barely making ends meet.
Sponsor #2	We think it's time to do something. There are many steps to make the changes we need. An important one is bringing people from different backgrounds and experiences together to look at how health care works today and at some possible ways to make it better in the future. We think you'd be a great addition to such a group.
Sponsor #3	You are an important part of the answer. We think it's time for the conversation to include your voice and your wisdom. On [date] a group of 30 to 40 people from [name of community] will gather to sort out our priorities for health care. We'll then look at how these priorities play out in the current system and in some possible futures for health care. The day is put together in a way that invites you to share your thinking and to listen to the ideas of others. Together, we'll build toward a better future.
Sponsor #4	Please say "yes"! Here's the basic information you need: Our Healthcare Future: A Community Dialogue [Date] [Name of building, meeting room, address] [Beginning and End Time, suggest 8:30 a.m. registration, meeting 9:00 a.m. ñ 4:00 p.m.] [Hospitality, lunch and child care provided.] Please RSVP by contacting [name] at [phone number] or [e-mail]. We promise you a day filled with productive conversation, important learning, and useful steps toward a better healthcare future for us all. I look forward to seeing you on the [date]. Sincerely, [signature] <i>P.S. Learn more about the dialogue at www.OurHealthcareFuture.org. Check out the "Frequently Asked Questions for Participants"</i>