

Sample 'Letter of Invitation' for Local Leaders and Officials

Your Organization's Letterhead

March ____, ____

City Official's Name

Official's Address

Town A

Any Country 50505



Dear City Official's Name,

We are writing to invite you and your family to join citizens of our town for the International AIDS Candlelight Memorial on Sunday, May ____, _____. This year marks the ____ anniversary of the world's largest annual community-based AIDS event; locally, (your organization) has coordinated the event for the last four years. This year, caring people around the world – from Argentina to Zambia – will join to remember those who have died of AIDS and in support of those who are living with HIV/AIDS.

The (your town) observance of the event will take place on Sunday, May ____, at __ p.m. in (location). We will light candles, hear remarks from _____, and listen to songs by the _____ Chorus. The event will also serve as an opportunity for participants to learn about the HIV/AIDS services offered locally, and about the opportunities they have to volunteer.

Because of the compassion and concern you have shown for people living with HIV/AIDS during your term as (official's title), we would be honored if you and your family joined us for this event. We would also be greatly appreciative if you would speak briefly. You might offer remarks on the impact HIV/AIDS has had on your life, and on how important it is for our citizens to be aware of the impact HIV/AIDS has had on our region.

If you and your family are unable to join us for the event, perhaps you would be able to light a candle in your home, and permit us to include your name among the event's endorsers.

I can be reached by phone at (your phone number), and by letter at the (your organization), (your address).

I look forward to your response.

Sincerely,

Your name

Event Coordinator – International AIDS Candlelight Memorial