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# Appendix B

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## Sample Invitation Letter

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This sample letter to would-be members of the Working Group explains the purpose of the initiative and invites them to participate. It also describes what is expected of participants and gives basic information about the strategy development meeting. Program leaders should follow up with phone calls shortly after mailing the invitation letters.

Greetings:

I would like to invite you to participate in a citywide planning meeting on **X DATE** with local experts and others interested in reducing drug use in our city. Although most communities actively address the drug problem with Federal, State, and local agencies and programs, these efforts often do not work in concert with each other. This initiative will seek to better coordinate and focus these efforts to achieve shared goals.

The meeting will take place in the **XX Room, X address** in **City**, and will run from **Xp.m. to Xp.m.** This session will consist of presentations and dialog regarding data about various aspects of the drug problem, including the nature and extent of the threat, local responses, and available anti-drug resources in **City**. We ask that you carefully consider the current gaps, needs, and assets, then help in the effort to establish priorities and develop strategies for addressing those issues.

The goal of this meeting is the development and eventual implementation of three to four practical and data-supported strategies that will significantly reduce drug abuse in **City** in 12 to 18 months. During the meeting, you will be asked to join a task force that will focus on one aspect of the drug response—prevention, treatment, criminal justice, or supply reduction—and work to develop specific initiatives and action plans within that area.

Please RSVP at your earliest opportunity if you can participate in the strategy development session on **X DATE**. I hope you will accept, and that you will give careful thought to efforts we might undertake together to make a difference in **City**. Thank you for your consideration. I look forward to hearing from you.