**Sample Invitation to a Regional Meeting**

To: All Candidates for the Maine Legislature in [***Name***] County

Fr: [***Contact person’s name***] sent on behalf of the [***name of regional association or municipal officials of a certain county; e.g., Aroostook County Municipal Association or Municipal Officials from York County***]

Re: Invitation to Participate in a Regional Candidates’ Forum on [***Date of Forum***]

Date:

 Congratulations on your candidacy for State office, representing the people of [***Name***] County. I am sending you this invitation on behalf of the [***name of group***], which is hoping that you will agree to participate in a candidates’ forum to be held on [***date***] in [***name of town***] at:

***Name of meeting facility***

***Address of meeting facility***

***Time the event will begin.***

 The general purpose of the candidates’ forum is to provide an opportunity for local government officials from [***Name***] County (municipal, school and county) to learn more about all of the candidates hoping to represent the communities in [***Name***] County in the Legislature over the next two years, including their perspectives, experience and the public policy issues of highest priority.

From the municipal side, questions asked or topics for discussion could include the nature of the relationship between state and local governments, and your opinion on important municipal programs and issues, including [***insert the list of programs and issues to be discussed e.g., revenue sharing school funding, tax policies, roads and bridges and other infrastructure needs, etc***]. Although the focus of this forum will be on matters related to state and local government, the public will be invited to attend and may be provided an opportunity to ask questions of general interest, time permitting.

 The forum will be somewhat structured in that each candidate will be given an equal amount of time to respond to the questions asked or the topics posed.

 In order to appropriately plan for the event, it would be greatly appreciated if you would *RSVP* to this invitation by [***date***] by either phone [***number***], fax [***number***] or e-mail [***address***].

 The members of the [***name of group***] thank you for considering this invitation and look forward to meeting with you and discussing issues of municipal importance.