Sample Invite to Planning Meeting/Event/Workshop

[Name]
[Address]

Dear (name)

UK Vision Strategy: [Area's] Local Vision Plan

Key partners in **[Area]** have committed to develop a local vision plan, enabling the planning of streamlined and cost effective service provision.

We would now like to begin the process of negotiating how the strategic partners can support **[Area]** with the development of their Local Vision Plan. I attach some more information on the UK Vision Strategy objectives, which will underpin the approach to developing our local Vision Plan.

To support this activity we are organising a [**meeting/workshop**] to [**begin/discuss/continue the dialogue**] of vision plan development in the area, to which you are cordially invited.

When: Add date and time here

Where: Add venue address, postcode here

In the course of the [**meeting/workshop**] we aim to bring together key strategic partners in order to establish the need for a local vision plan, and how we will identify the priorities and actions needed in [**Area**] to bring about positive change. The [**meeting/workshop**] will therefore involve (area to add brief outline of meeting/workshop activities).

A more detailed agenda [**will be forwarded to you prior to the event/is attached for information**].

Your input to this initiative is of key importance and I hope that you will be able to attend. I would be grateful if you could confirm your availability by [**Add Response Deadline Here**] through [**completion and return of the attached form/email address/telephone call**].

I attach information about the UK Vision Strategy for information, and I look forward to meeting you at the event.

Yours sincerely

Name(s)
Designation(s)
Organisation(s)