



1-on-1 Conversation Invitation Letter

*The following is a sample invitation that you can use when holding formal 1:1 conversation after replacing “**Anytown Support Staff Association (ASSA)**” with the title of your local association.*

[INSERT DATE]

Dear Colleagues,

The **Anytown Support Staff Association (ASSA)** wants to better understand your views and interests! To this end, we are scheduling a series of conversations with all our members and prospective members. These conversations will be a chance for you to give us your candid and confidential opinions about the Association, so that we can organize events that best represent your interests and concerns.

Conversations will only last about fifteen minutes, and are strictly voluntary. They will be conducted by **ASSA** Executive Committee members. Your responses will be confidential! The data gathered through the conversations will be condensed into a report with no names attributed to any specific comment. This report will be shared with the Executive Committee and all members on planning committees working to organize meaningful events that strive to address your interests and concerns.

Soon you will be contacted by an **ASSA** Executive Committee (EC) member to schedule an appointment for your conversation at your convenience. They will be either at lunch, or before or after your work day. Of course, we cannot schedule during your assigned workday as we do not wish to interfere with your duties. We look forward to hearing from you!

Yours in Unity,

Anytown Support Staff Association Executive Committee

[LIST ALL Executive Committee Member Names]
