

[CANDIDATES NAME & TITLE]
[CANDIDATE ADDRESS]
[CANDIDATE CITY, STATE, ZIP]

[Re: INVITATION TO CANDIDATE FORUM]

Dear **[CANDIDATE]**:

You are cordially invited to **[ORGANIZATION NAME]** Candidate Forum to be held on **[DATE AND TIME OF EVENT]**.

[ORGANIZATION NAME AND MISSION OF ORGANIZATION]. We firmly believe that it is imperative for voters to have an accurate understanding of the position of each candidate running for **[DESIRED OFFICE (S)]**. Our community is deeply concerned with issues such as affordable housing, access to banking services, job creation and economic development, and the creation of durable community institutions **[ADD OTHER ISSUES AS NEEDED]**. As a community based nonprofit organization, we believe it is our responsibility to raise awareness of and facilitate discussion concerning issues deemed important by community residents. A public forum for all candidates to share their priorities regarding revitalization efforts for our community is an effective means of achieving this goal.

[NAME OF ORGANIZATION] has been a member of **[NAME THE COMMUNITY]** for **[LENGTH OF TIME]**. We assist neighborhood residents and businesses revitalize the communities in which they reside and work in. Our residents are primarily **[INDICATE DEMOGRAPHICS, I.E. AFRICAN AMERICAN, ASIAN/PACIFIC ISLANDER, LATINO]** low and moderate-income individuals.

We hope that you will take the time to demonstrate your commitment to the people of **[NAME OF COMMUNITY]** and to understand their issues of concern. Please RSVP to **[CONTACT PERSON AND INFORMATION]** by **[DATE]**.

Sincerely,

[NAME]
[ORGANIZATION]