SAMPLE INVITATION FOR PROVINCIAL CANDIDATES

[Letterhead]

[Date]

Dear [Candidate’s name],

I am emailing from the [non-profit name] on [street name/intersection] in the [name of riding] riding.

We are having an event and would be pleased if you could attend:

[what event is ie bbq/block party]

[date] [start and end time]

[location]

This represents a great opportunity for you to speak to our community about your interest and priorities to be their local representative and the issues that matter to them.

[Tell them a bit about your organization, the tenants you serve].

We understand that you have a busy schedule but would love for you to deliver some short remarks (between three and five minutes) to our tenants at around [give 15-minute time window]. If this time conflicts with your schedule, please let us know.

If you can attend, please let us know by email at [email address of contact] or by phone at [phone number of contact] by [provide a deadline].

Thank you and we look forward to having you at our [event]!

Sincerely,

[Contact Person]

[email]

[phone]