

**Invitation Letter**

Change highlighted text to reflect the community, date, time and link for the RTR workshop meeting.

**DRAFT Invitation Letter – City, State**

You are cordially invited to attend a Community Workshop being held as part of our River Town Review Project. The goal of this project is to help us become a more complete and vibrant river town, embracing and protecting the Ohio River and reaching our outdoor recreation and tourism potential. Your participation is a vital part of this effort.

During the Workshop, the River Town Review Team will present information gathered by outside volunteers who used their “fresh set of eyes” to objectively review our outdoor recreation and tourism resources. We’ll facilitate your input as well through a Strengths, Weaknesses, Opportunities, and Threats Analysis, (SWOT), and Brainstorming/Goal Setting sessions. The information and input gained will be used in the development of recommendations to help enhance outdoor recreation and tourism here in Community Name.

*(\*The paragraphs above can serve as an invitation and good introduction to the River Town Review project. The details below are just an example and can be customized for your situation, whether the Workshop is held virtually or in person, etc.)*

If you are among the rare folks that have never connected to a Zoom meeting before, we recommend that you try to connect at least 10 to 15 minutes prior to the start.  We will start promptly at time & date.

The virtual meeting will be conducted by members of the River Town Review Team.  The Zoom link and connection details are below:

Topic: Rivertown Review – Community Name  
Time: Date & Time   
  
Join Zoom Meeting  
Zoom Meeting Link  
  
Please contact us if you have any questions.

We are looking forward to your participation in the Community Name River Town Review Community Workshop on date and time.

Name/Title/Community