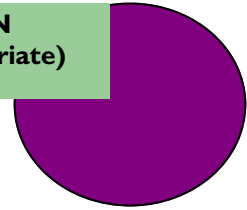


**SAMPLE LETTER OF INVITATION**  
**(Modify and individualize as appropriate)**



Date

Dear (personalize if possible or a suggested salutation is \_\_\_\_\_ County Child Advocate):

In (month and/or year), the Oklahoma Commission on Children and Youth formed a Community Partnership Board consisting of \_\_\_\_\_ counties. Composed of local citizens and service providers, the purpose of the Board is to collaboratively plan and implement programs and services that benefit children, youth and families in our communities.

We invite you to join in identifying the concerns facing our children, youth and families and participating in solutions for those challenges. Currently, we are developing a plan of specific goals, strategies and recommendations that will help guide our local activities. These recommendations will also contribute to the development of the State Plan for Services to Children and Youth, which is distributed to the Governor, Legislature and state agencies. It is our desire to develop an action plan that will effectively move our communities toward a brighter future. It is an opportunity to provide a “voice” for the children, youth and families in our area and help focus our priorities.

A meeting for this planning process is scheduled:

\_\_\_\_\_ (Date/beginning & ending time)

at

(Location/building/address/room - include directions if necessary) \_\_\_\_\_.

A proposed agenda is enclosed. We hope you or a representative(s) of your organization will attend and contribute to this planning session. Your input and involvement is vital. A broad representation of parents, concerned citizens, educators, civic leaders and service providers will greatly enhance the effectiveness of this process.

To let us know of your ability to attend and to discuss any questions or concerns, please call \_\_\_\_\_ (Chairperson or other board representative) at \_\_\_\_\_ (Phone #) \_\_\_\_\_.

Thank you for your time and consideration as we strive to improve conditions, services and outcomes for our children, youth and families.

Sincerely,

Name  
Title/position  
Board