

Sample First Meeting Invitation Letter

As you begin the process of starting a neighborhood association, you will want to set up an organizational meeting of neighbors to go over the group's goals and expectations. Following is a sample letter you might use to invite neighbors to this meeting:

[date]

Dear Pascagoula Neighbor,

The purpose of this letter is to invite you to attend a neighborhood association informational meeting on [date of meeting] at [location of meeting – a neighbors home, a banquet room in a restaurant, library, etc.], from [time of meeting].

The purpose of this meeting is to see if we would like to form our own neighborhood association. This would be a voluntary group of neighbors who seek to preserve the strengths of our neighborhood, build a sense of community, and address any problems or issues that may arise. Everyone is welcome and encouraged to participate.

Please join us on [date of the meeting] to meet your neighbors and determine where we would like to go from here.

If you have any questions about this informational meeting, please contact [neighborhood contact for the meeting.] Resources on neighborhood associations are available at the City's Community and Economic Development Department located at 630 Delmas Avenue, (228) 938-6639, or visit www.cityofpascagoula.com/neighborhoodassociations.

I hope to see you on [date of the meeting].

Sincerely,

[Name of neighborhood contact]