<Date>

Dear <Community Partner Name>:

You have been recognized as a key community partner working to make a difference in INSERT COMMUNITY NAME. Community partners represent individuals from various groups including law enforcement, faith-based organizations, health care providers, business owners, government officials, educators, social service-based organizations, and more. [HEALTHCARE ORGANIZATION NAME] is inviting you to participate in a community-focused conversation. The event will create an opportunity for [HEALTHCARE ORGANIZATION NAME] to: 1) highlight their current and emerging services; 2) highlight collaboration that is already taking place; and 3) understand community members’ and community joint partners’ concerns.

**Note to Champion (select one of the following to communicate if the workshop in-person or virtual)**

* This workshop is scheduled for <Insert Month, Date, Year, from Time to Time> in the <\_\_\_\_\_room> at <insert location name/address here>
* This session is scheduled for <Insert Month, Date, Year, from Time to Time> **virtually** using the Zoom platform. We appreciate the use of video but understand that some will only be able to use computer/device sound. How To – Zoom Tutorial: <https://support.zoom.us/hc/en-us/articles/201362193-How-Do-I-Join-A-Meeting->
	+ Virtual Workshop Zoom Link: ADD LINK HERE

Please contact <insert name, email address, phone number, and organization name> to confirm your attendance for the Community Connect Event. We look forward to working with you to build a culture of health for INSERT COMMUNITY NAME residents.

Sincerely,

<Insert name>

<Insert Organization> Community Champion