<Date>

Hello,

The <HEALTHCARE ORGANIZATION NAME’s> Community Connect Event is three days away! We hope you are excited about the opportunity to have community conversations, build trust, and identify collaborative opportunities.

As a reminder, the event is scheduled for <Insert Month, Date, Year, from Time to Time>in the <\_\_\_\_\_room> at <insert location name/address her>.

We look forward to working with you to improve the health of INSERT COMMUNITY NAME residents.

Sincerely,

<Insert name>

<Insert Organization> Community Champion