

TOWN HALL MEETING INVITATION SAMPLE

[Full name of housing co-op or letterhead]

[Date of invitation]

TOWN HALL INVITATION

[Insert name of housing co-op]

Date:

Time:

Location:

We want to hear what you think!

The board of directors invites members to attend a town hall meeting to share input about *[enter topic]*.

[We've invited [guests] to share their experience.]

This is an informal meeting. Join us if you can. The meeting will end by *[time]*.

The board wants members' input on this important topic. We will take notes of the main points and share them with members.

There will be no formal votes or decisions taken at this meeting.

[Add additional information if relevant, e.g. if there will be refreshments served, etc.]