

Invitation Letter Template

[This document serves as an invitation letter template for the Environmental Public Health Performance Standards (www.cdc.gov/nceh/ehs/envphps). All red and underlined text in brackets represents areas to be updated with information specific to your agency and its planned assessment.]

Dear [Insert Colleague's Name Here]:

On behalf of [Insert Agency Name], I am pleased to invite you to participate in a one-day meeting to assess our environmental public health system. The meeting will be held at [Insert Meeting Location Here] on [Insert Date Here], from [Insert Time Here] to [Insert Time Here]. The [Insert Agency Name Here] is leading and staffing the assessment project and will provide a facilitator to help complete the task. Even though the environmental public health department is a central figure in this assessment, we want to include representatives from other organizations and sectors involved in our local environmental public health system. We would like to complete this assessment with all of our partners who play important roles in promoting and preserving the health and safety of [Insert Community Here].

The assessment will use the Environmental Public Health Performance Standards, which describe the level of performance and capacity to which all environmental public health systems and programs should aspire (www.cdc.gov/nceh/ehs/EnvPHPS). Your involvement in this process provides an opportunity to discuss and respond to a series of questions about the status of our environmental public health system. Within [Insert Time] of the meeting, [Insert Agency Name Here] will provide results of the assessment in a report outlining strengths and weaknesses.

Directions to [Insert Meeting Location Here] are enclosed, along with informational materials so that you may begin preparing.

Please RSVP no later than [Insert Date Here], by emailing [Insert Contact Name] at [Insert Address Here] or by calling [Insert Contact Name Here] at [Insert Contact Information Here]. I look forward to having you join with other community partners to take a close look at our environmental public health system.

Sincerely,

[Insert Name Here]