

Sample Email for Facilitated Meeting Notification

Subject: Project # [...] Facilitated Meeting Report

PLEASE CONFIRM RECIEPT OF THIS E-MAIL

Greetings,

This is to inform you of an upcoming facilitated meeting regarding Project # [...]. The meeting will be held:

Wednesday, April 2nd, from 6 – 8 pm at the Barelvas Community Center, 801 Barelvas Rd. SW 87102. Atlantic & 8th Street. Phone: 848-1343 at

Please RSVP with the number of people from your group that will be attending, so that I can prepare accordingly.

If there are any known concerns about this project, it will be very helpful if you let me know those concerns in advance along with any ideas you may have as to how those concerns might be resolved. I will share them with the applicant so that they have the opportunity to prepare to address those concerns in their opening presentation. This can often help the meeting go more smoothly and efficiently.

If you have any questions, please email me. I am looking forward to our upcoming collaboration.

Respectfully,

Your Name & Contact Information