

OCTOBER 5, 20XX

CHIEF OF POLICE SANDERS
1234 ANY ST.
GEORGETOWN, NEW YORK 11234



Chief of Police Sanders,

My name is _____, and I am working with a local committee of concerned family members and people in recovery from addiction to organize a Recovery Town Hall meeting titled "Access to Recovery Support after Overdose" on Tuesday, May 17th from 6pm -8pm at the Georgetown Community Center.

As you know, addiction is impacting many families in our community. We would like to invite you to attend the Recovery Town Hall to listen to Georgetown residents who wish to share solutions on how to help individuals to access recovery supports after experiencing an overdose. We believe this event can lead to discussions and actions to save lives and put people struggling with addiction on the pathway to recovery.

Your presence at the Recovery Town Hall will be greatly appreciated by members of this community, and we would like to highlight you as a community member invested in solutions around the addiction epidemic. You would be joining a number of other decision makers in the community to listen to local advocates.

Contact SampleRecoveryAdvocate@gmail.com or call (123)456-7891 to RSVP to the event.

Hope to hear back from you soon, and see you on May 17th.

Jane Doe
Recovery Advocacy Project
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