

Sample invitation to colleagues

Dear Colleague:

On behalf of the host committee, we would like to invite you to a reception in honor of <> and his bid for <elected office candidate is seeking>

As physicians in your local area, we have the opportunity for our voice to be heard in this important election. Enclosed you will find an invitation to a reception sponsored by the host committee in support of <candidate name>. This reception will be a great success and, with help such as yours, we will give <candidate name> the support he needs to win the election come November.

We are very excited about the opportunity to support <candidate name> in his/her bid for <office> and hope you share our enthusiasm.

We look forward to seeing you on <date of event>!

Sincerely,

Chair, Host Committee