Subject: [organization name] Candidate Forum Invitation

Dear [candidate name],

[Organization name] is holding a candidate forum on [date and time] at [location]. We would like to invite you participate.

[Write a brief explanation of your organization’s purpose, history, etc]

[Say what the purpose of the forum is: usually educational, to inform the community etc.]

[Who will be able to attend, is it a free event, open to the public? How many people will be there? How long will the event be?]

[What will be expected of the candidates, are they taking questions live from the audience or written, or through Facebook live etc. Are they going to be allowed to speak for a certain amount of time? Will it be moderated? Who is moderating?]

[Candidates will likely want to know if the event/host organization is non-partisan, committed to being non-biased etc.]

Please let us know if you will be able to attend before [date]. You can confirm your attendance by contacting [contact person] at [phone number/email].

Thank you for your time, we look forward to hearing from you soon.

Sincerely,

[Signature]

[Name]

[Organization Name]