

## X Organization Header

Date

Dear [First Name],

We write to you today to ask for your help with our initiative to deepen the volunteer experience at the X Organization of Elm Village.

We plan to meet with many Elm Village community members, those who are personally involved with the X Organization as volunteers, and those who are involved as volunteers with other community organizations.

Your name arose as someone who could provide thoughtful feedback, and *we ask you to join us for a 90-minute conversation on Tuesday, May 1 from 6 p.m. to 7:30 p.m.*

The group will be led by an independent moderator, and as much as we know that you will provide valuable insight for the X Organization, we also hope that you will find the session an opportunity for personal review and reflection on your volunteerism.

*There will be no solicitation at this session*, which will be held at the library of the X Organization at [address].

There will be a light supper served, and on behalf of the participants, *a donation will be made to the local charitable organization of your choice.*

We hope that you will join us in our first-ever strategic effort to understand more about our organization's volunteers. The results from this effort will be utilized as supportive evidence for our Fall 2013 Strategic Plan.

We will call you soon to follow up and to discuss your participation. Or, you may RSVP by returning the enclosed reply card, or contacting X Organization Director, [Name] at [email] or [phone].

Best,

[Name]  
Director, X Organization

[Name]  
Chair, Board of Trustees, X Organization

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