



City Name & Logo  
Office of the Mayor

[Date]

Dear stakeholder name,

On behalf of council member, mayor, sustainability department and others, I would like to invite you [or a representative from your organization] to join us on date to discuss the future of energy and water efficiency in City Name's buildings.

As you know, our City is committed to insert carbon reduction and climate action goals. We have completed past projects and have current projects under way to reach these goals. Insert stories, descriptions and facts about current initiatives. Now we need your help. Buildings account for X% of our GHG emissions and we've put together an [advisory group/task force/stakeholder group] to move the needle forward.

The goal of this effort is to insert goals.

By joining this advisory group you can expect to

- List time commitment
- List topics to be discussed or deliverables
- List level of effort and decision making
- Explicitly state how feedback will influence final City decision

Please RSVP for our first meeting (details listed below)

When:

Where:

We look forward to your participation and thank you for being involved in helping your community. If you have any questions please feel free to contact Name of contact and information.

Sincerely,

Mayor Name