[Insert Health Department]

[Street Address] ⦁ [City], [State] [Zip Code] ⦁ Phone: [Your Phone] ⦁ Fax: [Your Fax]
E-Mail: [Your E-mail]

Date: [Insert Date]

[Recipient]

[Title]

[Agency]
[Address 1]
[Address 2]

[Address 3]

Dear [*Recipient*]:

The ­­ Health Department would like to invite you to our upcoming Health Risk Assessment Workshop on [*date and time*] at [*location*]*.*  This assessment will give us the opportunity to examine our preparedness activities and resources, identify how hazards would affect the health and health systems in our county, and help to guide health preparedness exercises and planning.

Federal and state grants for public health, health centers and other local partners are increasingly focused on the “whole of community” approach to preparedness, on coalition-building and on building community resiliency through partnership at the local level. As a major provider of health services in our community, your clinic is an important partner for our community preparedness activities and emergency response planning. This assessment is an opportunity for us to strengthen our health-system preparedness and for counties in West Virginia to be leaders in the health preparedness field.

Your participation and perspective are invaluable for creating a comprehensive assessment of health preparedness in our county. We encourage you to bring any plans or data that you have from previous assessments for use in identifying and ranking hazards. Please RSVP by [*date*] to [*e-mail/phone*]. Thank you for your support -- I welcome any questions and look forward to seeing you during the workshop.

Best wishes,

[Your Name]
[Your Title]