|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| |  | | --- | | Recipient NameTitle | Company | Address | City, ST ZIP | | Dear Recipient Name,  On behalf of Citizens for a Better Bikeville, I would like to invite you to join us as a Special Guest at the community screening of the film Bicycle Revolution, taking place at Chavez High School on July 6th from 7-9 pm.  This one-hour film explores the challenges of promoting active forms of transportation, like walking and biking, as a way to keep our citizens safe while encouraging exercise and a clean environment.  The film was produced by the Claremont Colleges and has been featured in at the California Bike Summit and the 2017 New Urbanism Film Festival. [Mention any other Special Guests who have accepted, either here or in a follow-up email, to build excitement.  You could also say “We have also extended invitations to person x and y.”  Officials want to be part of something important, and they want to know what they are getting into.]  There will be time after the film for a discussion about the accomplishments and future of active transportation here in Bikeville.  Each of our three special guests will share a few thoughts for 1-2 minutes, followed by an open-ended constructive dialogue involving diverse members of the community.  If this would work with your schedule, we will send further logistical details as the date approaches.   If you have any questions, I can be reached at [phone and email].  We do hope you can make it!  Sincerely yours,  **Awesome Bicycle Revolutionary** *Organization* | | |  | | --- | | ContactAddressCity, ST ZIPEmailTelephone | |