

**Put this on your club letterhead if you have some**

**Your name**  
**Street**  
**Town, State**  
**YOUR PHONE!**  
**Date**

**Title and name**

**Address**

**Address**

**Town State zip**

Re: Invitation to meet with us June **(date)**

Dear **title name:**

As **title** of the **club** I am writing to cordially invite you to meet with the Amateur Radio operators of your community and members of **club** at **location** on June **date** between **time and time.** This is the National Field Day for Amateur Radio people. Throughout the country, ham radio operators will be setting up radio stations in unusual locations and making contact with others as a display of their emergency communications capabilities.

In the past year alone, hams have made headlines with their work in the California wildfires, Oregon floods, Michigan storms, tornadoes and other crises. The hams provide emergency communications for many government and civic organizations in disasters. In addition, they provide supplemental communications when normal systems are rendered inoperable or overloaded.

We will be inviting the press to drop by, and will have brochures, information packets and other materials made available through the ARRL, the national association for Amateur Radio, explaining our work.

I hope that this plan meets with your approval and look forward to your visiting this event. It should be fun and is also a validation to the hundreds of Amateur Radio volunteers who have spent thousands of hours providing emergency communications, public service work and other benefits throughout our community and region. **I will try to call you about it in a few days.**

Sincerely,

**Your name**

**Club title**