

SAMPLE EMAIL TO CANDIDATE

[Candidate name],

You will be receiving a package in the mail from the League of Women Voters inviting you to the [date and forum name] candidate forum [if other than the LWV, "sponsored by" name sponsoring organization]. The package includes a letter of invitation, the format and ground rules, and a form which we ask you to sign agreeing to abide by the ground rules set out. For your convenience, the ground rules and other enclosures in the invitation package are also attached to this email.

You may return the signed form via the self-addressed, stamp envelope in your package or by taking a photo of the signed form and emailing it to us at [email address].

Thank you for your willingness to serve. I look forward to meeting you [forum date].

{Signed with title}