



League of Women Voters

[LWV Mailing
Address]

[Date]

[Candidate name]
[Candidate address]

Dear [Candidate name]:

The League of Women Voters, a non-partisan, non-profit organization, [either “has been asked to moderate and oversee” or “is hosting” a candidate forum for [name of the election]. The forum, sponsored by [name of sponsoring organization, if applicable], will take place [date and time], at the [location including street address]. **ALL candidates are asked arrive at [time 30 minutes before start]** to meet with the moderator and review the ground rules.

We are writing to invite you to participate in the forum and have enclosed:

- The Candidate Forum Format and Ground Rules
- A response card and self-addressed envelope that we ask you to return by [deadline]. You may return the card by U.S. Mail or take a photo of the signed form and email the image to [local League email].

The Forum will be videotaped by the [name of organization/media outlet recording the event] and shown on [list where the video will be shown or posted]. [Explain if the forum is also being streamed live and how it will work.]

The League has an established reputation for running impartial, informative candidate forums and debates. It is our policy to ensure that the League moderator at the event is from outside the voting area. Our ground rules, developed over years of experience, ensure objective and even-handed treatment of all candidates. When you sign and return your response card agreeing to participate, you are also agreeing to abide by these ground rules.

We commend your interest in serving local government and look forward to meeting you and hearing your views on [date of the forum].

Very truly yours,

The League of Women Voters is a nonprofit, nonpartisan organization whose purpose is to promote political responsibility through informed and active participation of citizens in government.