Sample Email to Community Leaders and Connectors

Hi (**NAME**)

I’m reaching out on behalf of the City of \_\_\_ to ask for your help with a new initiative to engage our community on the topic of housing.

*“Community Conversations: Housing in \_\_\_\_*” is a joint effort between the City and [Home for All](https://homeforallsmc.org/), a San Mateo County collaborative, aimed at helping our community talk more constructively about the shared challenge of housing.

Through this conversation series we hope to increase community participation, ensure that all voices are heard and discuss ways that we can continue to work together to address our city’s housing needs. Our goal is to create an inclusive and more informed environment for people to talk and listen to each other.

As part of our planning efforts, we’re reaching out to key community contacts, like yourself. We’re hoping you will help spread the word about the two upcoming events on \_\_\_\_\_ and \_\_\_\_\_.

These conversations will use a different format than the meetings the City typically hosts. The goal is for community members to share stories and ideas with each other, not to engage in debate or to advocate for a particular policy proposal.

The first community conversation will take place on \_\_\_\_\_ at \_\_\_\_\_. Doors will open at 9 a.m. for breakfast with discussion to follow from 9:30 a.m. to 11:30 a.m. Because we want this conversation to focus on community perspectives, city staff and elected officials will be present only as listeners. We will also provide free childcare, food and Spanish translation at both events.

We’re hoping to connect with a broad cross section of people who live or work in City of \_\_\_\_\_ — especially those who have not been part of housing conversations in the past. We’d greatly appreciate your help reaching as many people as possible and your suggestions for how we can make these conversations constructive and meaningful.

Please let me know if you’d be interested in talking or getting together in the next two weeks. Your input would be extremely valuable.

To RSVP for the conversation or learn more about the City’s community engagement initiative, please visit our Eventbrite page: (LINK)

Thank you for your time. I hope to hear from you soon,