Email Invitation Template

**Subject: A PERSONAL INVITATION TO OUR *(include region here)* REGIONAL MEETING – 19TH JUNE 2023 - *(name of charity here)***

**Title: A PERSONAL INVITATION TO OUR (include region here) REGIONAL MEETING**

**At: *(Name of almshouse charity)***

***Address Example:* 49 Over The Way**

**Near Town XYZ PP1**

**ON *(Date* *Example:* ‘FRIDAY 19TH JUNE 2023’*)***

***(Time Example:* ‘10:00 AM TO 12.30 PM’*)***

We are delighted to invite you to our regional meeting taking place on Friday 19th June 2023 at The Almshouse Charity, 49 Over The Way, Near Town, XYZ PP1. This informal meeting will give you an opportunity to meet fellow trustees, clerks, and managers and chat about your almshouses in an open and relaxed forum.

***‘Name of person and job title’*** from The Almshouse Association will be talking about the developments in the almshouse movement, and ***‘name of person and job title’***, of ‘***Name o*f *The Almshouse Charity’***, will be hosting a Q&A session, with **‘*name of person’*** from The Almshouse Association.

There will be ample opportunity to network with peers and guests will also have the opportunity to view the ‘***example - new almshouse development/Grade II listed almshouses/the almshouses on site’***.

Parking is available in the ***‘example main car park or alternatively, there is street parking in the village or on Almshouse Road.’*** ***There is also blue badge parking on site. Near Town is served by a mainline railway station – Near Town Station where there is a taxi service, if needed.’ ‘Example - If driving, the village is accessible via ‘A’ roads and country lanes from the M40, M42, and A45.’***

We would be delighted to see you and your colleagues at the event so please circulate this invitation to all those involved in your charity.

**Agenda**

• 09.30 am Tea, coffee, and registration

• 10.00 am Welcome – (usually by a Regional Peer Representative and/or the host)

• 10 15 am Overview and update by a member of The Almshouse Association

• 10.45 am Guest speaker

• 11.00 am Q&A – open forum\*

• 12.00 pm Light buffet lunch

• 12.30 pm Close and optional tour of almshouses (if appropriate)

Could you please **RSVP** by ***‘Example:*** ***Monday 2nd June 2023’*** and include:

* Your name and contact details;
* Number of delegates attending;
* If you are a blue badge holder;
* If you have any dietary requirements.

We very much look forward to seeing you there.