

Sample Invitation Letter-English

<Date>

<Name of Contact>

<School Name or Organization>

<Address>

<City>, <State> <Zip Code>

Dear Mr./Mrs./Ms. <Name of Contact>:

The <insert local dental society or dental office> is conducting a Give Kids A Smile® event on <insert date>. Give Kids A Smile is an annual centerpiece to National Children's Dental Health Month. It is a one-day event where dentists and dental staff volunteer their time to provide free dental care to low-income and disadvantaged children.

The purpose of the event is to focus attention on the epidemic of untreated oral disease among disadvantaged children and deliver the message that dentists alone can't solve this problem without a real commitment from government and society. Because we can accommodate only a limited number of children, we would like to solicit your assistance in identifying the students/children who would benefit most from Give Kids A Smile.

Our event will take place on <insert date> at <insert location> between the hours of <insert time>. I would be more than happy to meet with you to discuss the specifics. You may contact me directly at <insert phone number>. We have included details of our event for your review.

Sincerely,

<Insert name>

<Insert title>

<Insert organization>