

TEMPLATE 4, INVITATION LETTER TO THE MEDIA

To the editor *(insert name of media)*:

The Committee for *(insert name of the committee)* intends to hold a public hearing on the following:

(insert details of the subject of the hearing)

The public hearing will take place on *(insert day, date, month, year, time)* at *(insert address)*.

(insert number of witnesses) witnesses have been invited to provide written and oral statements to the committee.

Your newspaper/TV/radio station *(delete as appropriate)* is also invited to attend the hearing and cover the event. In order to register your intention to attend please return the attached registration form or contact the Clerk of the Committee for *(insert name of committee)*, *(insert name and office address)* on:

Tel: *(insert telephone number)* or

Fax: *(insert fax number)* or

E-mail: *(insert E-mail)*

With respect,

(insert name and signature)

Chairperson of the Committee for *(insert name of the committee)*