

**Public Health Department
Invitation Sample**



Date

Name

Title

Organization

Dear **XXX**:

The **Binational Health Week (BHW) (insert here name of your county or city) Taskforce** would like to request your support for this year's events from October 1-16, 2011.

BHW is one of the largest mobilization efforts of federal and state government agencies, community-based organizations and volunteers in the Americas to improve the health and well being of the underserved Latino population living in the United States. It encompasses an annual weeklong series of health-promotion and health-education activities that include medical screenings, workshops, academic forums, and health insurance referrals.

Last year, the events took place from October 4-15, 2010. An estimated 3,973 activities were held benefiting 734,657 people, not to mention the millions of people who received health information through the press from the 510 media reviews of the event. The organization of the event involved the participation of 10,133 agencies and 15,877 volunteers, which were led by 150 consulates working together with 178 planning committees. Also, five national campaigns were implemented with the aim of increasing the Latino population's awareness of: H1N1 and Preparing for Public Health Emergencies, Prevention of Addictions, Nutrition, Stroke Awareness, and Living Green. The inaugural event and Policy Forum on Migration and Health took place on October 4-5 in Guanajuato, Mexico and was attended by 800 participants. The closing event took place on October 14 in Sacramento, California.

In **(insert here name of your county or city) BHW reached over (xxx) people through the mass media, and more than (xxx) attended the (xxx) events** organized throughout the county. **Over (xxx) agencies** participated in the planning and development of the events, and **(xxx) health screenings** were provided free of cost to underserved Latinos.

The local BHW taskforce has already begun this year's planning activities and expects the event to be as successful as last year. On behalf of the **(insert here name of your county or city)**, I would like to invite you and your local health department to participate in the activities that will take place in our county.

We are convinced that your participation will help us to reach the most vulnerable and underserved segments of our population.

Sincerely,

(Name and contact information for taskforce coordinator)

Binational Health Week (name of county or city)