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Example Invitation Email

Water System Partnerships Workshop

**Subject:** Invitation to Water System Partnerships Workshop

Hello [First Name] [Last Name],

We are pleased to invite you to a Water System Partnerships workshop on [Month Day, Year] from [Start Time] – [End Time] [at the {Location} / on {Virtual Platform}]. Please join us for this workshop in which you will learn about how water system partnerships can help your community’s utilities continue to provide affordable, clean, safe water into the future.

The economic strength and public health of communities across the United States depends on water systems that reliably deliver clean and safe water. Water system partnerships can assist small and mid-size systems in overcoming the unique challenges they face.

During the workshop you will have the opportunity to learn about the benefits of partnerships, types of partnerships, and how to create and utilize them. You will develop action plans and be introduced to valuable resources. In addition, you will have the opportunity to connect with other communities who may have complementary strengths and expertise.

**REGISTER HERE:** [LINK]

We look forward to seeing you there!

If you have any questions, please contact [Lead Organization Point of Contact] at [Email] or call [Phone Number].

Thank you,

[Name]

The Water System Partnerships Workshop Planning Team