

APPENDIX VIII

LETTER OF INVITATION

SAMPLE LETTER

[DATE]

[ADDRESSEE'S NAME AND ADDRESS]

Dear _____:

The [NAME THE STATE] State Fire Marshal's Office and the United States Fire Administration (USFA) is very concerned over the unprecedented rise in the number of deaths and injuries occurring as a result of fires in college and university residences, both on and off campus in recent years. The USFA, in conjunction with the National Association of State Fire Marshals (NASFM) has created a program that encourages communication and support between administrators of higher education institutions and the State Fire Marshal's Office.

The State Fire Marshal's Office would like to invite you to one of several regional meetings statewide, to learn and discuss the college and university fire safety issues. The meeting entitled "**A MEETING OF THE MINDS**" will be held:

[DATES]
[TIMES]
[LOCATIONS]

The purpose of this forum is for education and fire service professionals to come together to form a network that will begin creating practical solutions to college and university fire safety problems. At this meeting we will provide some background information regarding the fire problem and more importantly, ideas for discussion that might lead to practical solutions.

We hope you will consider attending this meeting and invite additional and appropriate staff. Please return the attached form or call us to confirm your participation by [DATE]. We look forward to you joining us.

Sincerely,

State Fire Marshal

A MEETING OF THE MINDS

Please respond by *[DATE]*

_____ I PLAN TO ATTEND _____ I AM UNABLE TO ATTEND

_____ STAFF MEMBERS ATTENDING

_____ TOTAL NUMBER OF ATTENDEES

I AM PLANNING TO ATTEND THE FOLLOWING MEETING DATE & LOCATION:

_____ *[DATE] [LOCATION] [TIME]*
_____ *[DATE] [LOCATION] [TIME]*
_____ *[DATE] [LOCATION] [TIME]*

_____ I WOULD LIKE TO BE ADDED TO A MAILING LIST FOR FURTHER INFORMATION AND MEETINGS

PLEASE RETURN TO: *[SFM ADDRESS]*

OR CALL: *[SFM PHONE NUMBER]*

OR FAX: *[SFM FAX NUMBER]*
