

## YOUR CLUB LOGO HERE

Your Club  
Your Address  
Your Address  
Your Phone (PIO Contact)  
Your email

DATE HERE, 2018

Recipient Name  
Recipient Organization  
Recipient Address  
Recipient Address

Re: An Invitation To Meet With YOUR RADIO CLUB On June 23rd - June 24th

Dear :

As President of the (YOUR AMATEUR RADIO CLUB), I am writing to cordially invite you to meet with the Amateur Radio operators of our community at (LOCATION) on beginning on Saturday June 23rd at (1PM) (setup at 8AM) through Sunday, June 24<sup>th</sup> ending at (1PM).

As you know, this is the annual *National Field Day* weekend for Amateur Radio licensees. Throughout the country, ham radio operators will be setting up radio stations from both highly public to highly unusual locations; exchanging contact with others as a display of their emergency communications capabilities. In the past year alone, hams have made headlines with their work in providing essential communication with major hurricanes in Puerto Rico, Florida and south Texas in addition to California wildfires, winter storms, Midwest tornadoes and other crises.

Hams provide emergency communications for many government and civic organizations in disasters. In addition, they provide supplemental communications when normal systems are rendered inoperable or overloaded. Our club has long provided communication and assistance not only in supporting numerous civic activities. The club is now in its (xxnd) year and now has over (xx) members making public service a priority of the club mission. As always, it would be an honor to have you visit with us.

We will be inviting the press to drop by, and will have brochures, information packets and other materials made available through the ARRL, the national association for Amateur Radio, explaining our work.

We thank you for your continued support and we look forward to your visiting this event. It should be fun and is also a validation to our club member/volunteers who have spent thousands of hours providing emergency communications, public service work and other benefits throughout our community and region. We look forward to seeing you!!

Sincerely,

YOUR NAME AND CALL  
President