[Insert Health Department]

[Street Address] ⦁ [City], [State] [Zip Code] ⦁ Phone: [Your Phone] ⦁ Fax: [Your Fax]  
E-Mail: [Your E-mail]

Date: [Insert Date]

[Recipient]

[Title]

[Agency]  
[Address 1]  
[Address 2]

[Address 3]

Dear [*Recipient*]:

The ­­ Health Department would like to invite you to our upcoming Health Risk Assessment Workshop on [*date and time*] at [*location*]*.*  This assessment will give us the opportunity to examine our preparedness activities and resources, identify how hazards would affect the health and health systems in our county, and help to guide health preparedness exercises and planning.

Federal and state grants for public health, hospitals and other local partners are increasingly focused on the “whole of community” approach to preparedness, on coalition-building and on building community resiliency through partnership at the local level. As you know, participating in community preparedness activities and conducting agency emergency planning are key requirements under the Hospital Preparedness Program (HPP) grant to hospitals. This assessment aligns with the intention of the HPP grant and is an opportunity for counties in West Virginia to be leaders in the health preparedness field.

Your participation and perspective are invaluable for creating a comprehensive assessment of health preparedness in our county. We encourage you to bring any plans or data that you have from previous assessments for use in identifying and ranking hazards. Please RSVP by [*date*] to [*e-mail/phone*]. Thank you for your support -- I welcome any questions and look forward to seeing you during the workshop.

Best wishes,

[Your Name]  
[Your Title]