COMMUNITY ENGAGEMENT LETTER

> **Use Organization Letterhead**
> (should include: organization name, address, phone number)

<Date>

<Contact Name>
<Stakeholder Name>
<Address>
<City>, Alberta <Postal Code>

Dear <Contact or Stakeholder Name>:

The <Organization Name> prides itself in making <Community Name> a better place to live, work, raise families and grow older. We are very excited to be a part of the age-friendly community initiative and would like <Stakeholder Name> to be part a of the <Community Name> Age-Friendly Committee.

The benefits of developing an age-friendly community include:

- **Healthier residents** by promoting health, independence, injury prevention and active aging.
- **Stronger community connections** by encouraging residents to actively participate in the community, whether by working, volunteering or engaging in community activities.
- **Greater opportunities for businesses** that create a more accessible and welcoming shopping and work experience for a greater range of community members.

The purpose of the Age-Friendly Committee is to lead local initiatives aimed at making <Community Name> more age-friendly, enabling all residents to participate as full and meaningful community members. The attached Committee Terms of Reference provides additional details on the purpose and mandate of the committee.

The input and expertise of your organization would be invaluable. To be part of the <Community Name> Age-Friendly Committee or for more information, please contact me at <phone number>.

I look forward to hearing from you. I know that with the growing support and involvement of local champions, we can make <Community Name> an even better place for our citizens, including seniors, those with disabilities and young families.

Sincerely,

> A sample Age-Friendly Committee Terms of Reference is available online at www.health.alberta.ca

<Name>
<Position>

Attachment

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