

Candidates' Night — Sample candidate confirmation letter

Date

Address

Dear _____:

Thank you for agreeing to participate in the Candidates' Night to be held at **(place)** on **(date)** at **(time)**.

We hope you will be able to arrive by **(time)** and meet in the **(place)**. The candidates' portion of the program will begin promptly at **(time)**.

Enclosed you will find the time schedule and ground rules that have been adopted for the evening. Please note the ground rules, which requests that candidates or their supporters not distribute campaign literature, signs or buttons until the meeting is adjourned.

If you have not done so, please complete the biographical information form attached to the invitation letter and return it by **(date)**. This information will be compiled and distributed to the audience prior to statements from the candidates. Since the audience will have specific information on your education and experience, we hope you will speak to the issues you consider most important in your prepared statement.

Thank you for your cooperation in helping to make this a fair and impartial meeting. If you have any questions, please call me.

Sincerely,

Name

board member, school district

(phone number)

(email address)

Enclosures: Meeting schedule
Ground rules
Biographical form
Directions

