[Your address]

[Date]
[MPP Name, MPP]
[Riding]
[Constituency Address]
[City, Postal Code]

**Re: Invitation to Community Health and Wellbeing Week 2023 event -- [*name of the event*] at [*name of your organization*]**

Dear Mr./Ms. [*Last name of MPP if a Parliamentary Assistant or non-Minister*] or Dear Minister [*if a Minister*], Dear [city councillor/Mayor]

Between October 16 and 22, our organization along with more than 100 community-governed primary healthcare organizations across Ontario will take part in **Community Health and Wellbeing Week**: ***Community Health is Essential*.**

The annual celebration is coordinated by the Alliance for Healthier Communities. The Alliance represents a vibrant network of inter-professional team-based primary health care organizations who serve diverse communities across Ontario. Alliance members share a commitment to delivering comprehensive primary health care to the people who often experience barriers to health care: Black and other racialized people; Indigenous people; people living on low incomes; those living in rural and remote areas; recent immigrants; people with disabilities, mental health and addictions challenges; Francophones living in Ontario; and people who identify as 2SLGBTQ+.

Under one roof, Alliance members are able to provide both primary health care services and a range of community supports that are designed to meet the needs of the people they serve. By offering primary health care services that people need right when they need them in their local communities, Alliance members not only create opportunities for everyone to achieve their full health potential but also help keep people out of hospitals and contribute to a more sustainable healthcare system in Ontario.

Community Health and Wellbeing Week events across the province are designed this year around our theme – ***Community Health Is Essential.*** We need local leaders and decision-makers like you to help others understand local issues, build local connections and develop local solutions to address unmet or under-served needs. Community health is proven, evidence-driven and helps people across Ontario. Community health needs your support, now more than ever.

As [*Executive Director/Board Chair*] of [*name of your organization*], I am proud to invite you to join us during **Community Health and Wellbeing Week 2023**, where we will celebrate how our programs and services promote equitable health and wellbeing, and the steps we take to confront health disparities and inequity in all its forms. This is a unique opportunity to see first-hand the full range of initiatives offered at [*name of your organization*], such as [*example of program/service/initiative*], that meet the specific needs of [*populations your serve*]. We hope you can join us to discuss the importance of community leadership and its role in the commitment to improve the wellbeing of our communities.

*[Provide event details here: type of event, date, time, location, # of attendees, media, etc.]*

We will be in touch with your office to arrange your visit. However, you are welcome to contact [*contact person*] directly if you would like to discuss your participation in our annual Community Health and Wellbeing Week.

We very much hope that you will be able to join us on [*event time and location details*].

Warmest regards,

*[Signature]
[First Name] [Last Name], [Credentials]*