



[DATE]

[NAME]

[ADDRESS]

Dear [NAME]:

The League of Women Voters, [NAME] is a nonpartisan organization whose purpose is to promote informed, active participation of citizens in government. We maintain an Observer Corps of League members, who regularly attend and report on meetings of governmental units, including county, city, township, and school councils, commissions, boards, authorities, and committees.

League Observers do not participate in the meetings they attend. They do not ask for time on the agenda, nor do they address, during meetings, the issues being discussed. They sometimes ask questions for clarification. League Observers wear identifying badges. We hope to educate our members and demonstrate our support of good government.

This letter is to introduce you to [NAME], who will be observing the [NAME] regularly. If practical, whenever not posted on your website, please send copies of agendas in advance of meetings and minutes when they become available, to:

[NAME]

[ADDRESS].

Thank you for your attention.

Sincerely,

[NAME, TITLE, LOCAL LEAGUE]