

[date]

Dear Candidate for the **[name of race]**:

The League of Women Voters is a non-partisan, non-profit organization that encourages the active and informed participation of citizens in government. The Southern Monmouth County League is writing to invite you to participate in a public Candidates' Forum, **[time and place of forum]**. (Candidates arrive at **[30 minutes before the Forum begins]**.)

**OR—if an organization other than LWV is hosting/sponsoring**

The League of Women Voters, a non-partisan, non-profit organization, has been asked to moderate and oversee a candidate forum for the **[name of race]**. The forum, sponsored by **[name of sponsoring/host organization]**, will take place **[time and place]**. (Candidates arrive at **[30 minutes before the Forum begins]**.)

This package includes:

- The Candidates' Forum Format and Ground Rules
- A response card that we ask you to return by **[date]** either in the enclosed self-addressed envelope or by photographing or scanning the signed form and emailing it to **[your email]**.

The Forum will be videotaped and made available before the election on **[media]** and on the League website [lwvsmc.org](http://lwvsmc.org).

The League has an established reputation for running impartial, informative candidate forums. It is our policy to ensure that the League moderator at the event is from outside the voting area. Our ground rules, developed over years of experience, ensure objective and even-handed treatment of all candidates. When you sign and return your response card agreeing to participate, you are also agreeing to abide by these ground rules.

We appreciate your commitment and your active participation in local government. We look forward to seeing you and hearing your views. Please contact us at **[your email]** if you have any questions.

**[Name and signature of LWV Forum organizer, VS Director, or President]**

Cc: **[list of names and addresses of the candidates]**