

Dear _____,

I am looking forward to having you at my *A Community Table* conversation on [web platform] on [date] at [time]. To join the conversation, [information on how to access your meeting/web platform]. As a reminder, we'll be talking about [issue area]. I anticipate the conversation will take about [length of time].

A Community Table is a part of the University of Denver (DU) Grand Challenges initiative. DU Grand Challenges seeks to bring university and community change-makers together to work collaboratively to support thriving communities.

I am excited to host this conversation because [_____].

I look forward to seeing you there.

Best regards,