

Sample Invitation Letter/Email

Dear (NAME)

I am pleased to invite you to leadership workshop on 21st century skills and (CITY/REGION).

As a key leader in our area, you are critical to a conversation about how we can align the programs and services of the library and cultural sectors to support the development of 21st century skills. Along with other senior level, key leaders, we respectfully request your participation in helping shape this effort.

The purpose of this gathering is to build awareness, momentum and understanding of 21st century skills initiatives among local museum, library, and community leaders, created consensus around high priority 21st century skills needs in our community, increased awareness among stakeholders about the roles of museums and libraries in meeting the 21st century skills needs within our community, and discussed potential implications and collaborations for our institutions. We expect a lively interchange of ideas, hopefully leading to a shared vision for 21st century learning in (CITY/REGION).

This effort is based on the finding of the Institute of Museum and Library Services (IMLS) report, *Museums, Libraries, and 21st Century Skills*, as well as a series of community workshops that focused on how libraries and museums are addressing the educational, workforce, and civic engagement needs of the communities they serve.

Libraries and museums have important contributions to make to the national conversation around 21st century skills. Our institutions play an essential role in helping people develop critical thinking, problem solving, creativity, communication, and collaboration skills--along with academic subject mastery.

Our workshop will be held on (DATE), from (TIME–TIME). (HOST INSTITUTION) has kindly volunteered to host the event, and we invite you to participate.

To RSVP, please e-mail (E-MAIL) or call (PHONE), and we will follow up with more details. You are welcome to invite an additional team member from your institution who plays a role in education, programming and/or partnerships. We look forward to hearing from you.

Sincerely,

(NAME, TITLE
INSTITUTION)