**TEMPLATE LETTER 1**

**Invite to Consultation Meeting - Group Consultation**

Dear

**Invitation to Consultation Meeting**

In connection with the [**insert project title eg Social Policy Review**] I would like to invite you to a consultation meeting on [**insert date, time and location**].

At this meeting you will be provided with a project brief setting out details of:

* proposals and any background
* information on who will be affected, how and when
* timescales and methods for feedback
* proposed timescales for progress and implementation (subject to change)

All those in [**insert Service/Team Title**] have been invited to this meeting. The Trade Unions have been advised of the meeting and will be in attendance.

If you have any queries regarding the above please do not hesitate to contact me.

Yours sincerely

Lead Consultation Officer