

Sample Invite Letter: Generic

[Insert your
logo]



Dear [Title Surname],

My name is [Insert Name], and I am the [Insert role, i.e. chairman] of [Name of Mosque].

On [date of event] (amend as appropriate), [Name of Mosque] will participate in the national Visit My Mosque initiative when hundreds of Mosques across the country open their doors to the wider community. We will have guided tours, exhibitions, children's activities and of course, refreshments!

In the spirit of friendship and conversation, hope to give members of the local community an engaging insight into the life of Muslims and the role and activities of the mosque to help promote greater mutual understanding. We very much hope that you and members of [Their Organisation] will be able to attend.

I have included a poster with this email/letter which you can display for this invitation to be extended to your congregation/service users. I would also be delighted to come and invite you all in person, should the opportunity present itself.

I look forward to hearing from you and welcoming you on the day.

Yours sincerely,

[Name Surname]

[Address] [Telephone] [Email]