

[Insert your
logo]



Sample Invite Letter: For Local Stakeholders:

(e.g. MPs, Councillors, Mayor, NHS health professionals (doctors, nurses, dentists, managers and support staff), Schools and Teachers, Local charities organisations, Local businesses and shop owners, Police or police community liaison officers/Safer Neighbourhood team, Fire Brigade Officers etc.)

[Your Name]

[Position and Organisation]

[Address] [Postcode]

[Telephone] [Email]

[Date]

[Title Name Surname]

[Position and Organisation]

[Address] [Post Code]

Dear [Title Surname],

RE: Invitation to VisitMyMosque Day, [Date of event]

On behalf of the congregation and Management of [Name of Mosque], I would like to invite you to an Open Mosque Day, to be held on [Date of event] at [Name of Mosque].

Our mosque (Name) is taking part in the national #VisitMyMosque initiative and in the spirit of friendship and conversation we hope to give members of the local community an engaging insight into the life of the mosque and to promote greater understanding of Islam. We anticipate welcoming local people from all walks of life to visit the mosque and meet with its diverse Muslim congregation.

The [Name of Mosque] has a daily congregation of [Number] people and on Friday prayers it attracts more than [Number] worshippers. The Mosque draws visitors from schools and the public throughout the year. The open attitude of the mosque and its people make a major contribution in fostering interfaith and intercultural understanding in the local community.

We would be honoured to have your presence on the day between [Time]. In particular, if you are able to arrive by [Time] we would like to invite you to observe the midday prayer followed by light refreshments and a tour of the building.

Please contact me by telephone or email to confirm your attendance or for further information. If you are able to attend, please also let me know of any dietary requirements as well.

Yours sincerely,

[Name Surname]

[Position]

[Organisation]