

Your name
Address
Phone number

Date

Re: _____ Neighborhood Organization

Dear Neighbor,

As our neighborhood has become a more and more sought after area with great historical significance, it has become more important that we have a voice as a community to address mutual goals and issues.

The City of Palm Springs recognizes the value of neighborhood organizations and has established an Office of Neighborhood Involvement. We believe it is important to organize our neighborhood to participate in the ongoing communication with the City.

Why organize our neighborhood?

- To establish a recognized voice with the City for addressing our neighborhood's needs and concerns.
- To create a communication network to inform one another of neighborhood issues, events and activities.
- To strengthen relationships between us so that we look out for one another.

We are holding our first meeting for the purpose of forming the Neighborhood Organization. The meeting will be held at (time), (date), (place). We will discuss the purpose of a neighborhood organization, the benefits of organizing our neighborhood and what are the issues, priorities and goals of our neighborhood. I believe we will form an organization of neighbors interested in caring for our neighborhood's quality of life.

Enclosed is a copy of the agenda for the meeting. Please mark your calendars for this important meeting. If you are unable to attend, but would like to learn more about our proposed neighborhood organization, please call me or e-mail me at

Sincerely,

Your Name
Neighbor