**Sample Letter of Invitation from Board of County Commissioners Chair to target attendees**

(Date)

(Guest Name and Address)

Dear (Invited Guest),

Here in (insert name of county) County last year, (insert number from County Data Sheet) people were found dead of an opioid overdose. The total number of legal prescriptions written for opioids in our county was (insert number of prescriptions from County Data Sheet), an average of (insert number from County Data Sheet) pills per person. Regular use of opioid pain relievers - even when used as prescribed by a doctor - can produce dependence, and when misused or abused, can lead to fatal overdose. In North Carolina, as in our nation, the use of prescription pain killers has reached epidemic proportions. Closely related is the alarming increase in the use of heroin. It is time for us as local elected officials to assume a leadership role in reversing these trends.

On behalf of the (insert name of county) County Board of Commissioners, I would like to invite you to participate in a County Leadership Forum on Opioid Abuse. Community-wide education regarding the proper use and risks of prescription drugs is essential to lowering misuse and accidental overdose, as is having ready access to reliable treatment and recovery supports. By convening all the local elected officials from our county, as well as representatives from key organizations, we can learn the full effect of the opioid crisis on our county’s citizens, find out what resources are available to help our families, and develop collaborative strategies for effective education, prevention, and treatment that can and will make a difference here in (insert name of county).

The (insert name of county) County Leadership Forum on Opioid Abuse will be held on (insert date and time of forum) at (insert location and address). If you will join us in this effort, please confirm your participation by contacting (insert name of RSVP person) at (insert email address and phone number for RSVP person).

Sincerely,

(insert signature)

(insert name of Chair)

Chair, (insert name of county) County Board of Commissioners