



Template Letter Inviting Candidate to a Nonpartisan Nonprofit Candidate Forum

Purpose

This template letter is intended to be used when inviting a candidate for public office to a forum hosted by one or more organizations seeking to increase voter education, bring communities together around common goals, and hold future elected officials accountable to the values and needs of the community they could serve. This template may be modified based on organizational needs.

Sample Letter

Dear [Candidate],

On behalf of [organization name(s)], a nonpartisan, nonprofit organization [Or group of organizations] dedicated to [Insert mission, vision, or other] and strengthening voter participation, we extend this invitation for you to join us for our [Title or Candidate Forum] on [Date] at [Location].

This nonpartisan [mayoral, gubernatorial, countywide...etc] candidate forum is part of our broader mission to ensure that voters across [State, city...etc] have the opportunity to hear directly from candidates on issues that matter to our community. The forum will serve as an educational event and is designed in accordance with IRS guidelines for 501(c)(3) organizations and [Organization name(s)]'s values of transparency, inclusion, and civic engagement.

All candidates who will appear on the ballot for [position name] have been invited and will be provided equal time, opportunity, and prominence. The forum will feature moderated questions as well as questions from the audience on a range of topics relevant to our community and the position for which you're running. The questions will be presented with no endorsement, opposition, or promotion of any candidate or party.

The event will be:

- Open to the public and press
- Livestreamed and recorded for broader access
- Moderated by a neutral facilitator with experience in nonpartisan engagement

To confirm your participation or request additional details, please respond by [RSVP Date] to [Name] at [email address] or [phone number]. A detailed briefing will be provided to all candidates and campaigns upon confirmation. If you are unable to attend, please let us know as soon as possible. We are committed to hosting this forum only with ample representation from candidates in order to ensure fairness.

We hope you will join us in promoting an informed and active community. Thank you for your public service and commitment to civic engagement.

Sincerely,

[Your Full Name]

[Your Title]

[Nonprofit Name]