American Association of University Women, XXX Branch

(Name), Public Policy Committee

(Address and Date)

Dear (Candidate):

The American Association of University Women (AAUW) is once again planning for the AAUW Candidates Forum, which is a public meeting where local candidates running for elective office are invited to state their views and answer questions from the public. This year it will be co-sponsored by (coalition organization). You are invited to participate on (date), at (time), at (location).

Each candidate will be given a minute and a half to present an opening statement, with questions to follow from the audience and from callers listening to the radio. Jane Doe, AAUW—(branch)/coalition member, will serve as moderator. At the end, each candidate will also be allowed a one minute closing statement. (radio/TV station) will broadcast the meeting live.

Please contact (name and contact information) to tell us whether or not you will be participating in the forum. Feel free to include any questions you have about the forum.

Sincerely,

(name)

AAUW—(branch) Public Policy Director

AAUW is a non-partisan organization that advocates for women and girls through education, advocacy, philanthropy and research. Membership is open to men and women who are graduates of two or four year college or university programs. (Statements about other coalition groups’ missions may also be included.)