

**Insert agency name**

Insert logo

Insert agency address

(Date)

(Name)

(Address)

(Address)

(Address)

Dear (insert name of partner):

The (insert the county name) County Health Department will host a county-wide meeting to discuss the creation of a county Joint Information Center (JIC). As a valuable partner with Public Health, we would like for you to come. The meeting will be:

**(insert date)**

**(insert time)**

**(insert place)**

Communicating information to the public and partner agencies during an emergency is extremely important. One way to ensure the public is getting consistent and correct information is to have a Joint Information Center (JIC) in place during the emergency.

We are hosting this meeting for you to come and give input on what we need in place to get a county JIC up and running.

This is a very important meeting and we want to encourage you to attend.

Sincerely,

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(Insert name of county) County Health Department  
(Insert title)