

Invitation Sample

Dear Minority Business Owner,

On behalf of the U.S. Department of Commerce's National Advisory Council on Minority Business Enterprises and the Minority Business Development Agency (MBDA), we would like to invite you to join us and participate in an upcoming focus group entitled, *Enablers to Revenue Growth* to be held in *Location, City, State, on Date, at time*.

The focus group will support the Advisory Council efforts to develop recommendations for the Secretary of Commerce that will promote the growth and competitiveness of our Nation's Minority Business Enterprises (MBEs). As a CEO of a minority business enterprise, your participation in the upcoming focus group is of great significance to the development of policies and programs in support of increasing the size and scale of MBEs in domestic and global markets.

We would appreciate it if you could please let us know if you will be able to join us by responding to this message by *Date*. We recognize and appreciate the investment that you will be making through your participation. We are confident that your contributions to the development and implementation of the recommendations will ultimately yield returns on your investment.

If you have any questions about the upcoming focus group, please contact Advisory Council member NAME, at phone. For more information, please find also attached a list containing the names of all Advisory Council Members. In addition, to learn more about the work of the Council, please also visit <http://www.mbda.gov/main/advisory-council>. We are looking forward to hearing from you and learning more about how we can support the growth and expansion of MBEs.

Sincerely,

National Advisory Council on Minority Business Enterprise

Mark Hoplamazian, NACMBE Chairperson
Janice Savin Williams, NACMBE Vice-Chairperson