

## **Draft E-Mail to a Bar Owner**

Hi (insert bar owner/manager name here) OR (to whom it may concern),

My name is (insert your name here), I am the (insert job position and employer/school name here). (This next sentence could briefly touch on how your position can positively effect, or help bar owners). I would love for (insert your school here) and the establishments around town to develop a positive relationship to keep local students safe. I am reaching out to you to invite you to a get together that I'm planning for bar owners and managers around (insert your city name here). This meeting will help you network with other bar and restaurant owners/managers, as well as university associates, health department officials, and law enforcement in our area. This meeting will cover legal updates regarding safe alcohol service, discuss concerns, explore programs and resources we can provide to you, as well as get to know each other. We will be meeting at (insert location here) at (insert time here), there will be food, refreshments, and bar tools like ID checking guides provided. If you are interested, please RSVP by replying to this email or giving me a call at (insert your phone number here). Thank you for your time, we are looking forward to meeting you!

(Insert your signature here)