[Library letterhead]

Dear <Invitee>,

<Library Name> has the honor of being selected as one of 75 libraries in our country to participate in a new program called the *NASA@ My Library* project. The attached *NASA@ My Library* Project Summary explains more about the project and its partners.

You are invited to join library staff and others from our community to participate in a *Community Dialogue* at <Library Name>. The goals of the *Community Dialogue* are to:

1. Understand the needs of the community (i.e. workforce, education, economic, etc.) and identify ways the library can help provide ongoing access to STEM (Science, Technology, Engineering, and Math) experiences, resources and connections to experts to help with these needs;
2. Identify those groups within the community that are considered underrepresented/underserved in STEM, and find ways the library, in partnership with community organizations, can reach them;
3. Identify possible collaborations and partnerships within the community, including NASA subject matter experts, that will benefit the library in the long term;

The *Community Dialogue* will be held at <Library Name> on <Date> from <start time> – <end time> and light refreshments will be served. Your voice is an essential part of this dialogue. This is an opportunity for you to support the NASA efforts in <Library Name>, which will ultimately advise libraries across the country.

Be a part of this community conversation as you collaborate with your peers from our community to ask and answer questions and make new partnerships!

Please let me know if you can participate. Thank you!