

“PLACE YOUR LETTER HEAD HERE”

Dear Volunteer Organization,

Enclosed you will find a press release and a flier about an event that will be taking place on **(DATE & PLACE)**. We invite you to send representatives of your organization to attend this screening of “On Common Grounds”. This film is the centerpiece of a program intended to facilitate opportunities for people to interact with and ultimately breakdown cultural and religious barriers that exist even between people of faith. It has aired on the Hallmark Channel and has been screening around the country in different venues.

We are sending this to you in advance of when the press release will be sent to our local media to give you time to distribute the flier and forward this information to additional contacts who would want to know about this program. After the screening, attendees will want to know what volunteer opportunities are out there so they can organize and plan to participate as part of an interfaith group. There will be a time during the program where you can briefly describe such opportunities. There will be a table for you to display your organization’s volunteer opportunities appropriate for interfaith groups. Alternatively, please give us a link to a webpage that describes projects that are suitable for such groups.

For more information about this program go to Zahra Pictures’ film webpage www.zahrapictures.com/films_OCG.html and click on the link entitled “Interfaith Community Program”

Thanks for your interest and assistance in helping this program spread around the country at a “grassroots” level, where it really counts!

Sincerely,

NAME
TITLE
SIGNATURE