**BUSINESS INVITATION LETTER**

Dear David,

How are you? I hope things are going well for you.

I am excited about the progress I am making in building my new business. Thank you for being so generous with your time listening to me as I decided whether to start it.

After our conversation, I decided that I needed to form an advisory team to help me take my business to the next level. I would like to invite you to be on this team, but first, I want to give you the details and explain why I am asking you. That way, you can have the information you need to consider this request before you and I have a chance to talk about it further.

The purpose of this group will be to:

1. Help me stay on track with my business goals.
2. Connect me with any people and/or resources that might assist me in my company’s growth process.
3. Assist me with brainstorming and projects, as needed.

All the above is open for discussion, in terms of each member’s ability to be involved at this time. Here are some of the logistical details for the team meetings:

**Location**: The Bard Building, 617-Capauriga Avenue NE, Seattle, WA 98000.

**Frequency**: Once a month; day to be determined by the group.

**Duration**: Six months. If it makes sense to continue meeting, there will be a chance for people to commit to another six months, or to leave the group at the end of the sixth meeting.

**Time**: 6:30 p.m. – 8:30 p.m. I will end promptly at 8:30 p.m. each time to allow people with childcare and other commitments to keep their agreements.

**Food**: I will provide heavy appetizers and beverages for each meeting, as this time is during the dinner hour.

**Agenda**: You will receive an initial agenda for the first meeting; after that, the group will create agendas for the next meetings.

**Parking**: There is free parking in the building. The building is open until 10:00 p.m. each night, so no need for a code to enter the elevator, staircases or the building. Park in any stall marked “Visitor”.

**Roles**: I will need someone to take notes each time, so that I can focus on what is going on in the meeting.

**Leadership**: I will hire a skilled facilitator to run the meetings, to free me up to be fully involved in the meeting, and to assist us as needed with communication.

**Compensation**: At this stage, I cannot provide financial compensation to members. However, I have many ways that I can reciprocate with team members and will meet with each person to decide the best ways to give back, based on that person’s needs.

**Group constellation**: I am forming a team of people who share certain values with me and who complement **–** rather than duplicate **–** my strengths.

**Tone**: This group will be fun, focused and empowering for everyone.

**Communication Style**: I have ways that work best for me in terms of communication preferences which I will make clear to anyone who is interested in discussing membership with me further. It is also important to me to know each member’s preferences and favorite ways to contribute.

You are someone who always helps me stay focused on the tactical aspects of any decision I make. With my skill for strategic thinking, I want and value your ability to do this for me as well as your honest, kind way of communicating with me.

Thank you for taking time to read this letter, David. I will call you next week to make sure you received this and to set up a time to talk about whether you are interested.

Cordially,

Jenny