[date]

VIA E-MAIL

Dear [Insert Name via mail merge],

Climate action happens at the ground level in communities. My Administration is committed to participating in the COP28 global effort this year. The City of [city name] plans to join hundreds of cities, towns, and regions, globally, in hosting a Local Stocktake. A Stocktake looks at where our city stands on climate action and support, identifying gaps, and working together to chart a better course forward to prioritize and accelerate climate action.

I would like to cordially invite you to attend the Local Stocktake as a stakeholder, to assess and discuss three themes, related to climate action: Where we are, Where we want to go, and How we get there by following a climate-justice path. The Stocktake will consist of three roundtable discussions, remarks by local leaders, youth and cultural representatives, and inclusive dialogue. The feedback gathered during the group discussions will be used to determine where the City of [city name] is today with Climate Readiness, and where we will need to go to reach the required level of ambition and promote climate justice within Hoboken, in the future. The outcomes of this Local Stocktake will be brought to COP28 to be shared with the global climate community, and especially with other nations.

The in-person event will occur on [date], from [time] at [location].

If you are interested in participating as a stakeholder, please email [organizer name] at: [organizer email]. You may bring up to [number] representatives from your constituency. Please ensure that you respond with attendee’s full name, title, and organization.

Thank you for being a part of this climate action discussion.

Respectfully,  
Mayor [Mayor’s name]