

TEMPLATE 1, INVITATION LETTER TO COMMITTEE MEMBERS

Respected member *(insert name of the MP)*

I am inviting you to take part in the public hearing on the following:

(insert details of the subject of the hearing)

This matter is of high importance to the citizens of the Republic of Macedonia and I believe that it is important to hear the opinions of distinguished experts, concerned organizations and the wider Macedonian public regarding the above.

The public hearing will take place on *(insert day, date, month, year, time)* at *(insert address)*.

The committee has invited *(insert number)* witnesses representing various organizations and institutions to participate at the hearing and provide their comments and suggestions to committee members. Presentations from witnesses will be limited to *(insert number of minutes)* minutes and committee members will have *(insert number of minutes)* minutes to ask questions. Enclosed please find the list of invited witnesses and the timetable for testimonies.

For any further information please contact the Clerk of the Committee *(insert name and surname)* on:

Tel: *(insert telephone number)* or

Fax: *(insert fax number)* or

E-mail: *(insert E-mail)*

With respect,

(insert name and signature)

Chairperson of the Committee for *(insert name of the committee)*