

TEMPLATE 2, INVITATION LETTER TO WITNESSES

Dear Ms/Mr. *(insert name of the invitee)*

On behalf of the Committee for *(insert name of the Committee)* I would like to invite you to take part in the public hearing on the following:

(insert details of the subject of the hearing)

I believe that a public hearing is an excellent opportunity for the representatives of non governmental organizations, academic experts, citizen's organizations, various associations and lobby groups to express their opinions and comments on the above.

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

Individual witness testimonies will be limited to *(insert number)* minutes with the opportunity for committee members to ask additional questions for another *(insert number)* minutes.

If you are interested in participating in this public hearing please complete and return the attached registration form. Only registered participants will have the right to participate in the hearing and provide comments to committee members. On receiving your registration form we will notify you of the exact time when you will be able to present your comments to committee members.

If you decide to participate in this public hearing please provide an electronic version of your presentation/statement/comments by *(insert date and time)* to the clerk of the committee. This will help the committee and committee members in their preparations for the hearing.

Please send the completed registration form to *(insert name)* Clerk of the Committee *(insert the name of the committee)* by *(insert date and time)*:

Fax: *(insert fax number)* or

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

For any further information please contact the Clerk of the Committee *(insert name)* 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)*