

[Date]

To: All Residents of [Neighborhood Name]

From: [Neighborhood Watch Committee/Your Name]

## **Subject: Notice of Annual Neighborhood Watch Assembly**

Dear Neighbor,

You are cordially invited to attend our Annual Neighborhood Watch Assembly. This meeting is an important opportunity for us to come together as a community to discuss local safety, review the past year's activities, and plan for a more secure future.

### **Meeting Details:**

- **Date:** [Day of week, Month Date, Year]
- **Time:** [Start Time] to [End Time]
- **Location:** [Building Name/Address/Online Link]

### **Agenda Highlights:**

- Crime statistics and safety report for the past year.
- Updates from local law enforcement representatives.
- Election of new block captains and committee members.
- Discussion on upcoming security improvements (lighting, cameras, signage).
- Open forum for resident concerns and suggestions.

Your participation is vital. A strong neighborhood watch depends on the active involvement of every resident. This is your chance to meet your neighbors, share information, and contribute to the well-being of our street.

Refreshments will be provided. Please RSVP by [RSVP Date] to [Phone Number/Email Address] so we can prepare accordingly.

We look forward to seeing you there.

Sincerely,

[Your Signature]

[Your Printed Name]

[Title/Role, e.g., Watch Coordinator]

[Neighborhood Watch Group Name]