**01/06/23**

**From:** Country Directors Group, [country]

**To:** INSO Executive Director

**Re:** Invitation to establish an NGO safety platform

We, the undersigned group of NGO Country Directors operating in [country], welcome the creation of the International NGO Safety Organisation and its mission to support humanitarian safety in the field.

The current safety situation in [country] is

*[insert short paragraph on current situation and main concerns]*

In this environment, we consider that our humanitarian operations will be valuably supported by the presence of an INSO safety platform through which we can effectively share and cooperate on safety and security issues and so hereby invite you to establish such a platform at the earliest opportunity.

In making this invitation, we also understand that we may be called upon to act as the initial volunteers of the INSO Advisory Board, which will help you to define the details of the services required. We understand that Board membership carries no financial or legal obligations.

Each of the organisations undersigned is committed to participating in the platform and to facilitate further communication we have nominated the following person as focal point:

**Name, Title, Organisation, Email, Phone**

Thank you for your consideration and response to this invitation.

**List of CD Signatories to INSO Invite (6-10)**

1. **Name, Organisation, Email**
2. **Name, Organisation, Email**
3. **Name, Organisation, Email**
4. **Name, Organisation, Email**
5. **Name, Organisation, Email**
6. **Name, Organisation, Email**
7. **Name, Organisation, Email**
8. **Name, Organisation, Email**
9. **Name, Organisation, Email**
10. **Name, Organisation, Email**