**Regional Exchange Invitation**

Hosted by [State DOT]

**Dates: [Dates, Times]**

**Location: [Virtual Peer Exchange OR Location]**

**Invitation to Peer Exchange Participants**

**INVITATION: Regional Exchange at [Virtual Peer Exchange OR Address]**

You are invited to participate in the TPM [Topic] Regional Exchange, which will be held at [Location]. This opportunity is open to [States]. We will start at [Time] on [Date] and end at [Time] on [Date].

The purpose of the regional exchange is to [description of topic]. [Why this topic is important now].

Participants will gain knowledge of TPM [refer to exchange focus and objectives]. They will have a dialogue about [specific exchange topics]. They will engage in [types of discussions]. They will bring back [anticipated outcomes] to their agencies.

[Any cost and/or reimbursement details should be here].[Any logistical information, including lodging details, should be here].

Please email [Contact Name] [(email address)] by **[Date]** to register for the event and contact [Contact Name] with any questions you may have. In addition, please make sure to respond to the [Optional: Pre-Regional Exchange Survey] by **[Date]**.