

The [inviter name(s) here; e.g., Minnesota Historical Society, State Archives Department] cordially invite[s] you to participate in the Introduction to XML for Decision-Makers Briefing on [date here]. The briefing is a two-hour experience, and we hope you will take advantage of this opportunity to learn more about electronic records and eXtensible Markup Language (XML).

This briefing will cover the following topics:

- Sharing data Different organizations rarely use the same tools to create and read data. XML can be used to store any kind of structured information, and to enclose or encapsulate it in order to pass the information between systems which would otherwise be unable to communicate.
- Reusing data XML documents can be moved to any format on any platform – without the elements losing their meaning. This means you can publish the same information to a web browser, or a PDA, and each device would use the information appropriately.
- Customizing data With XML users define the XML tags they want to encapsulate their data. XML allows groups of people or organizations to create their own customized markup applications for exchanging information.

The briefing is not a hands-on lesson in XML, but will introduce you to the concept and explain XML's potential in your work. It will give you the confidence to work with XML as a tool for managing electronic records, and will show you where and how you can learn more. The briefing will be informal, with opportunities for interaction with classmates and the instructors. Please arrive ready to participate.

The briefing will be held on [date here], from [time here], at [location and address here].

Please RSVP to [name here] at [e-mail address here], by [RSVP date here] if you are interested in attending. In your **RSVP**, please include the following information:

- First and last name
- Organization and title
- Address and telephone number
- Any special needs you may have

We are looking forward to meeting you at the Introduction to XML for Decision-Makers Briefing on [date here].

Sincerely,

[Partners names and titles, if applicable]

[Instructors names, titles, e-mail addresses, and telephone numbers]