Subject: Local Runway Safety Team (L-RST) Meeting – [Insert Airport Name]

* + - * 1. Greetings,
				2. We are pleased to extend an invitation to you for the first meeting of the [Inset Airport Name] Local Runway Safety Team (L-RST).
				3. The purpose of the L-RST is to include subject matter experts from all stakeholders to enhance operational safety by discussing prevailing local conditions on the runway, taxiways and adjacent areas, other issues of concern, and making recommendations to stakeholders’ management on potential solutions to address concerns.
				4. Meeting Details:

Date:

Time:

Location:

* + - * 1. Your expertise and insight will be invaluable as we embark on this important initiative. Your presence will contribute significantly to shaping our strategies for ensuring runway safety.
				2. The attached “Terms of Reference” (TOR) provides the agreed set of procedural rules governing the actions of the representatives.
				3. If you have any agenda items or topics you’d like to include, feel free to share them beforehand.
				4. We look forward to your participation and contribution tour Local Runway Safety Team (L-RST) at [Insert Airport Name].
				5. Sincerely,