**Appendix 3 – Personal email invite**

Hi <insert first name>

Today I attended the EHC Panel and members have told me that given the number of <insert area of need> cases being discussed that it would beneficial to have some input from <insert service / team>.

Following a conversation with my colleagues, they have asked me to contact you as the lead for this service/team and invite you to the meetings going forward.

An invite will be issued by one of my colleagues and papers will be sent out on a weekly basis.

I have attached a copy of the Terms of Reference for your information.

If you would like to discuss further, please do not hesitate to contact me on <insert contact details>.

Many thanks and I look forward to seeing you next week at the meeting.

<Insert name and full contact details>