Subject: Runway Safety Team meeting

The purpose of this e-mail is to invite you to attend the first meeting of the **[insert Airport]** local Runway Safety Team (RST). The purpose of the 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.

The attached Terms of Reference provide an overview of the activities of this group.

The meeting will take place **[insert date and time]** at **[insert location].** I look forward to hearing from you. Please contact me if you require any additional information,

Sincerely,