

[INSERT YOUR COMPANY LETTERHEAD]

Dear [INSERT NAME],

[INSERT HOST ENTITY] cordially invites you to participate in the [INSERT EXERCISE NAME] Tabletop Exercise, which will be a discussion-based exercise, to be held on [INSERT DATE].

The [INSERT EXERCISE NAME] was developed using the CISA Tabletop Exercise Package (CTEP), a resource developed by the U.S. Department of Homeland Security (DHS) Cybersecurity and Infrastructure Security Agency (CISA). This program allows critical infrastructure partners to develop interactive, discussion-based exercises for their communities of interest. Critical infrastructure stakeholders and their public safety partners can use these materials to exercise emergency management plans, programs, policies, and procedures in order to address potential gaps, vulnerabilities, and other pertinent issues.

This tabletop exercise is designed to allow participants the opportunity to address key issues, threats, and gaps affecting critical infrastructure stakeholders, including owners and operators, through a facilitated discussion. The focus of this exercise is to create a forum for information sharing and coordination of activities during incidents that they are likely to face in responding to and recovering from an [INSERT SCOPE FROM SITUATION MANUAL].

We would appreciate your involvement in this exercise; your participation will enhance exercise play and contribute significantly to the accomplishment of the exercise objectives.

Exercise Details:

Date: [INSERT DATE]
Registration: [INSERT TIME]
Exercise Time: [INSERT TIME] – [INSERT TIME]
Location: [INSERT Location]

If you can participate in this exercise, please respond via email to [INSERT EMAIL ADDRESS]. We would greatly appreciate receiving your response by [INSERT DEADLINE].

For questions or additional information, please contact [INSERT NAME] at [INSERT PHONE NUMBER] or via email at [INSERT EMAIL ADDRESS].

Respectfully,

[YOUR EXECUTIVE SIGNATURE BLOCK]