**SAMPLE KID TO PARK DAY CONGRESSIONAL SITE VISIT INVITATION**

**\*Edit this invitation, then copy and paste it into the body of an email to the office scheduler\***

**To:** Congressman /Congresswoman or Senator Doe

**ATTN:** Scheduler [firstname.lastname@mail.house.gov or first.lastname@membername.senate.gov]

**CC:** Legislative Assistanct [firstname.lastname@mail.house.gov or first.lastname@membername.senate.gov]

**FROM:** Your Name [youremail@agency.com]

**SUBJECT:** Invitation to Attend Kids To Parks Day

Dear **[Scheduler name],**

Hello, I’m [**Your name**], the [**Your position**] for [**Your organization**]. On Saturday, May 20th, our agency is excited to be hosting our annual Kids to Parks Day event, and we would be honored if [Congressman/Congresswoman or Senator Doe] could attend.   
  
Kids to Park Day is a national day of outdoor play organized by the National Park Trust in cooperation with 19 national collaborators. [**Your agency**]is one of over a thousand park events that will be taking place across the country that will be encouraging children across the country to explore their neighborhood parks and discover science, history, nature, and adventure close to home. **[Include additional information about your event**]

[**Your agency**] is excited to show [**Congressman/Congresswoman or Senator Doe**] how parks and recreation make our city a wonderful place to live for the children in our community and how federal policy can support parks and recreation in [**his/her**] [**district (for representatives) /state (for senators)**]. If [**Congressman/Congresswoman or Senator Doe**] is unable to attend, we welcome staff to attend.

Thank you for your service to the [**Your city name**] community and for your consideration of this invitation. Please contact me with questions and to discuss the details of the event.

Sincerely,

**[Your Name]**

**[Your Title]**

**[Email and phone number where they may reach you during the day]**