**SAMPLE EVENT INVITATION**

**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.gov]

**RE:** [Agency and/or Event Visit] **DATE:**

Dear [Scheduler name],

[Introduce your agency and the event you would like the [Congressman/Congresswoman or Senator Doe] to attend. Include potential dates and times if the event date is flexible, keeping in mind that the member will most likely be able to attend when Congress is in recess.][Legislative Assistant name], I am including you in this request because I understand you handle parks and recreation issues for Congressman/Congresswoman or Senator Doe.   
  
[Add a paragraph specific to your agency and community – if you are advocating for specific federal parks and recreation legislation, include some information about how that legislation has or could benefit your community. Consider referencing and linking to NRPA and George Mason University’s new report, “[The Economic Impact of Local Parks](http://www.nrpa.org/uploadedFiles/nrpa.org/Publications_and_Research/Research/Papers/Economic-Impact-Study-Full-Report.pdf),” which found that America’s local and regional public park agencies generated nearly $140 billion in economic activity and supported almost 1 million jobs in 2013.][Your agency name] is excited to show [Congressman/Congresswoman or Senator Doe] how parks and recreation make our city a wonderful place to live and how federal legislation can support parks and recreation in [his/her] [district/state].

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]**