**SAMPLE INFRASTRUCTURE WEEK CONGRESSIONAL SITE VISIT INVITATION**

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

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

**SUBJECT:** Invitation to Attend Infrastructure Week Event

Dear **[Scheduler name],**

Hello, I’m [**Your name**], the [**Your position**] for [**Your organization**]. May 14-21 is the sixth annual Infrastructure Week, and we’re excited to invite [Congressman/Congresswoman or Senator X] to attend our **[Name of event]** on **[date] [time].**

Infrastructure Week is a national week of events; media coverage; and education and issue advocacy to elevate infrastructure as a critical issue impacting America's economy, society, security and future. [**Your agency**] is joinng hundreds of organizations and thousands of leaders in uniting around one message: The future won't wait. Neither can we. It's #TimeToBuild. **[Include additional information about your event**]

[**Your agency**] is excited to show [**Congressman/Congresswoman or Senator Doe**] how parks and are critical infrastructure, and how federal funding for infrastructure makes our city a safer, more accessible place to live. If [**Congressman/Congresswoman or Senator X**] 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]**