**SAMPLE NATIONAL TRAILS DAY 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 National Trails Day

Dear **[Scheduler name],**

Hello, I’m [**Your name**], the [**Your position**] for [**Your organization**]. On Saturday, June 3rd, our agency is excited to be hosting our annual National Trails Day event, and we would be honored if **[Congressman/Congresswoman X or Senator X]** could attend.   
  
National Trails Day is a national celebration of America’s magnificent trails system, organized by the American Hiking Society. Our national trails system provides excellent opportunities for hiking, biking, paddling, horseback riding, trail running, and more, contributing to the over $140 billion in economic activity generated every year and 1 million jobs supported by parks and recreation in the United States. [**Your agency**] is one of thousands of National Trails Day events that promote and celebrate the importance of trails in the United States. **[Include additional information about your event and opportunities for the Congressperson to participate**]

[**Your agency**] is excited to show [**Congressman/Congresswoman X or Senator X**] how our trail systems make our community a wonderful place to live. If [**Congressman/Congresswoman X or Senator X**] is unable to attend, we welcome staff to attend.

Thank you for your service to the [**Your city/state 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]**