

Sample Legislative Invitation

Dear Honorable Representative/Senator xxx,

Downtown Charter School will celebrate Read Across America Day on March 2, 2009 by inviting guest readers to our school. We would be honored to have you among our guests to view the learning that occurs inside our school.

You would be joining other community members and our charter school family in marking Downtown's third successful year. (School Administrators: You may want to further describe here, in two or three sentences, your school's special event.)

Attached you will find a description of our school, students and philosophy, along with a one-page fact sheet describing Downtown's achievements.

We hope you will be available during this event to say a few words about the pursuit of educational excellence. I will call your office next week to confirm your attendance. We look forward to seeing you and showing you our school.

Sincerely,
Jane Educator
Director– Downtown Charter School

Helpful Tips:

Mail

- If you are inviting a legislator to an event at your school, send the letter to the District office address, otherwise send correspondence to the Capitol address.
- Your legislator's mailing address at the District, or at the Capitol can be found at <http://mdelect.net> and enter your school's address.
- Remember to include your name and phone number where you can be reached, as well as the address of the school.

Phone:

- Your legislator's telephone number at the District, or at the Capitol can be found at <http://mdelect.net> and enter your school's address.
- Ask to speak to the legislator, or if he/she is not available, as for the Chief of Staff or Education aide.
- Mention the subject of your call at the beginning of the conversation (invitation to school visit, position on particular piece of legislation, etc.)
- Thank your legislator for taking your call.