



Scheduling a Site Visit with a Member of Congress

SAMPLE INVITATION LETTER

When planning a site visit with your Member of Congress, you may use the sample letter below as an invitation.

Date

The Honorable [full name of Senator or Representative]
United States [Senate/House of Representatives]
Local Office Address
City, State, Zip Code

Dear Senator/Representative [last name]:

On behalf of [name of organization], a Native Community Development Financial Institution, I invite you to spend some time with us when you are home in [name of the state] for August recess. This has been an exciting year for [name of the organization] and we would like to show you around, invite you to sit down with our staff, partners and clients and hear about our plans to continue [describe the work that you're doing briefly like "expanding economic opportunity through small business development on our reservation"].

To confirm your visit, please contact [your name, title, phone number and email address]. I hope you and/or your designated staff member(s) will be able to visit us.

Sincerely,

[Your Name]
[Youth Title]