

ACTION TOOLS: Inviting Your Legislator to An Event

SAMPLE INVITE LETTER

August 2, 2004

The Honorable *[Full Name]*
The United States House of Representatives
Washington, D.C. 20015

Dear Representative *[last name]*:

On behalf of the Madeira House of Hope, I would like to take this opportunity to thank you for your support on domestic violence issues. Your voting record demonstrates your strong commitment to ending all forms of violence against women.

It is my honor to invite you to speak at the opening of the Dumont Domestic Violence Shelter. This shelter is a desperately needed facility that will serve domestic violence victims throughout Hamilton and Butler County.

The opening is scheduled for Saturday, October 9, 2004 at 2:00pm at the Madeira City Hall, Room F. Domestic violence advocates, local law enforcement representatives, and a survivor of domestic violence will be speaking at the event as well. We expect to have more than one hundred community members in attendance.

Please contact me at your earliest convenience to let me know if you can attend. I can be reached by phone (513) 555-5025 or by email: smurphy@mhh.com.

I hope that you will be able to accept this invitation. Thank you in advance for your support!

Sincerely,

Sandy Murphy
Executive Director
Madeira House of Hope

cc: Maria Knowles *[Name of scheduler in Member of Congress' local office]*