

Insert Your Logo Here!

FAX (or email)

Date:

To: [insert District scheduler or field staff name here]

Fax # or address:

Re: Invitation for Rep. XXX to attend [event]

On behalf of [insert name of your organization] I would like to invite Rep. XXX to attend the [name of event/exhibition] on [date and time] and be a featured speaker.

This event, taking place in [name of arts venue] and attended by over XX people, would provide us with an opportunity to share how our programs are serving the community and hear directly from the Representative.

[Insert background on YOUR organization and highlight your unique programming and services.]

Thank you for your consideration of our request. If Rep. XXX is unable to attend the event, we would like to schedule a meeting in your district office to discuss with you and your staff how [Insert Name of Organization] serves our community.

Name

Title

Organization

Contact Information