

Sample Invitation to Member of Congress for Site Visit

The Honorable [Jimmy Stewart]
__(room number)__(name of) Senate or House Office Building
United States Senate or United States House of Representatives
Washington, DC 20510 (for Senate) 20515 (for House)

Dear Senator or Representative [Stewart]:

I am a constituent living in Danforth, New Mexico and am the Director of Tiny Tots, a family child care center in the community. [Mention where you live and your program, organization, or research project.] We provide quality early child care to thirty-five families in Danforth. [If possible, be detailed about the number of children or families that you serve.] I am writing to invite you to visit our program on June 28th or June 29th to learn more about our work and its positive impact on the families we serve in your district. [Be specific about the dates you would like your Member of Congress to visit. If possible, suggest multiple dates.]

As you know, experiences in the earliest years of life play a critical role in a child's ability to grow up healthy and ready to learn. At Tiny Tots, we work to provide quality care and positive early learning experiences that help our infants and toddlers realize success in school and later in life. [Include a brief description of your work, including the impact.]

We understand that you maintain a busy schedule, but we would be honored if you would consider visiting our program to learn more about the services being offered by Tiny Tots. We will contact your scheduler to arrange a visit on June 28th or 29th. We look forward to seeing you soon.

Sincerely,

Jane Doe
Director, Tiny Tots Day Care
Danforth, New Mexico