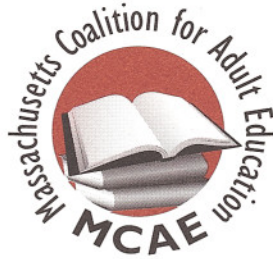


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SAMPLE LETTER TO INVITE LEGISLATORS TO VISIT PROGRAM

Date _____

Representative/Senator _____

State House – Room _____

Boston, MA 02133

Dear Representative/Senator _____,

On behalf of (name of program), an adult learning center/program in your district that receives state funding to provide adult basic education services, I am writing to cordially invite you to visit our program during (month, or specific date and time).

The (name of program) serves approximately (provide number) adults each year, many of whom are seeking to become more economically self-sufficient, provide for their families, help their children with schoolwork and participate more fully in their communities. Our services, including (range of services), enable adults to achieve their educational, employment and personal goals.

We would very much appreciate the opportunity to show you first-hand how state funds appropriated by the legislature are helping constituents in your community improve their lives by learning to read, write, speak English or obtain a high school credential.

Include if applicable:

1. names of other programs jointly sponsoring the event
2. whether the legislator will be expected to speak formally to a group
3. highlights of the event's program
4. whether the legislator is receiving and ward or formal recognition
5. whether any other legislators are also invited

I will call your office within a few days to discuss this invitation in more detail. Thank you.

Sincerely,

Name, Title

THE VOICE OF ADULT EDUCATION IN MASSACHUSETTS