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SAMPLE LETTER TO INVITE YOUR LEGISLATORS TO VISIT YOUR PROGRAM

[Date]

The Honorable [Representative/Senator]
State House - Room [number]
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 an award or some other 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]