



SAMPLE INVITATION TO YOUR MEMBER OF CONGRESS

[Your Address – VERY important]

[Date]

The Honorable [Member of Congress name]

[Capitol Hill office address]

Washington, D.C. 20510

Via fax: [fax number]

Dear [Member of Congress name]:

I would like to invite you and your staff to visit the **[Bright Lights Afterschool Program]** during your next district working session. Our program provides **[300 middle school children]** with safe, educational afterschool activities during the critical hours between 3 and 6 p.m., when many parents are still working and juvenile crime rates triple. Students in our program are not only safe, they are doing better in school and show more interest in learning.

We would like to take you on a short tour of our program on **[date]** at **[time]**. If that time is not convenient, we would be happy to work with you to find a time that is. I have also invited members of the local **[Rotary Club]** and several parents to attend. They are eager to talk with you about the importance of keeping afterschool programs open and making these programs available to more children.

I hope you will join us and see our program, and our students, in action. Afterschool programs such as ours are important because they inspire students to learn, keep kids safe and help working families. The **[Bright Lights]** community relies on us.

A profile of the **[Bright Lights Afterschool Program]** is enclosed for your reference. I will contact your office within the next two weeks to follow up. I look forward to seeing you on **[date]**.

Thank you for your consideration.

Sincerely,

[Your Name]

[Phone Number]

[Email Address]