

Sample Invitation to Elected Official

November 1, 2020

(Title) (First & Last Name)

(street address)

(city, st, zip code)

RE: "Event"

Dear XXX:

We invite you to participate in our Homeless Awareness Month event, (title), to help raise awareness about the many issues relating to homelessness in our community. (Description of event and purpose).

Did you know that...

- Data points from your community and/or
- Personal stories of homelessness
- Examples of your agency's or communities impact

It's with great pleasure that we extend this formal invitation for your participation in this upcoming event. In addition to being an opportunity for you to engage constituents about homelessness, your involvement would speak volumes to the importance of greater dialog regarding this issue and its impact on real people who live in our communities.

Enclosed please find some additional information about the event that I hope you'll find helpful. Please expect to hear from us by (date) in follow-up to this invitation.

Thank you for your continued work on behalf of the people of our district.

Sincerely,

XXX

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