

## Sample Invitation Letter

[DATE]

The Honorable [FULL NAME]

United States [SENATE/HOUSE OF REPRESENTATIVES]

Washington, D.C. [20510 (SENATE)/20515 (HOUSE)]

Dear [SENATOR/REPRESENTATIVE] [LAST NAME]:

On behalf of [INSERT NAME OF PROGRAM] in [INSERT CITY/TOWN], I would like to invite you to come tour our program/facility during the upcoming recess.

We would like to share with you the services our program/facility has provided our rural community for the last [INSERT NUMBER] years. During your visit we welcome you to (tour the facility, meet our staff, talk to patients, sit in on one of our meetings, see how our team operates, etc.). Health care in rural America is critical to a community's overall well-being. Rural hospitals and facilities comprise as much as 20% of the rural economy, and we look forward to the opportunity to show you the role our work plays in the growth and future of our community here in [INSERT CITY/TOWN].

([INSERT] short paragraph about the facility—what you do, job numbers, economic footprint, patients cared for, explain your role in providing care.)

We are happy to work with your scheduler to find a date that works well for you. I will follow up on this scheduling request within a week.

All of us at [INSERT NAME OF PROGRAM] look forward to offering a more personal look at the challenges and opportunities in providing health care in rural America through our community.

Sincerely,

[YOUR NAME]

[TITLE]

[ORGANIZATION NAME] [ORGANIZATION ADDRESS]