

In-District /Facility Tour or Lunch/Dinner Legislative Visit

Date

The Honorable (*Name of Legislator*)
ATTENTION: SCHEDULING
California State Assembly
City, State, Zip

Via Facsimile

Dear Assemblyman Hill:

The leadership and members of the *Name of Company/Organization*, cordially invites you to be our guest at an in-district meeting/tour of an automotive industry aftermarket business in your district with legislative advocate *Name* and Association leaders to learn more about *Name of Company/Organization* and the automotive parts distribution and repair industry in *Name of State*.

The meeting/tour would be held at one of your constituent's businesses at a date and time that is convenient for your schedule. The exact location will be determined upon confirmation of the meeting.

Information about your Association/Company/Industry

We expect the meeting/tour to have approximately 6-8 constituents and association leadership. After the meeting concludes, we would like to invite you to lunch to better acquaint you with our industry.

I will be phoning your staff in the coming days to discuss scheduling this event. In the meantime, should you have any questions or require further information, please contact me (*contact information here*).

Thank you in advance for your consideration. We look forward to seeing you soon and discussing issues of mutual interest regarding business and the automotive aftermarket industry in (*name of state*).

Sincerely,

YOUR NAME
YOUR TITLE

Check your local political reporting laws for notification requirements

Attendance at this event by a public official will constitute the acceptance of a reportable gift.