

Sample Invitation Letters

Capitol Visit

Date

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

On behalf of (*Name of Company/Organization*) I would like to request a meeting with (*Name of Legislator*) to discuss (*explain reason or meeting*)

We would like to meet in your Capitol Office the week of (*give date range*). I will follow up with you on Monday to discuss availability. Thank you so much for your help in scheduling this meeting.

Please call me if you have any questions or need additional information (*insert phone number*).

Your Name

Your Title

Your Contact Information