



Sample Invitation Letter

Use this template to write your own invitation letter. Print it on your community's letterhead, and fax it to the legislator you're inviting to your community.

Date

The Honorable (legislator's full name)
District office address
District office fax number

Dear Senator/Assemblymember (legislator's last name):

Personalize this section of the letter. Let your legislator know what he or she is being invited to. Describe your community and the event.

Requested Appointment Time:

Date: Friday* _____

Time: _____

The boilerplate paragraph below can be included here, or you can use this space to add more detail about your community and company.

Assisted Living is a fast-growing model of care, and is only expected to get bigger. By 2040, the population of Californians 85 years or older is expected to grow to 1 in 34. Assisted living in California is responsible for more than 68,000 jobs and contributes more than \$5 billion to the statewide economy.

We'd love to tell you more about this popular model of care. We will be contacting you soon to confirm your availability.

Sincerely,

Your Name
Title
Email address

*Legislators are more likely to be in their districts on Fridays and during legislative recesses, so choosing a Friday date means a greater likelihood that the legislator will be available. Click to view the [Assembly Session Calendar](#) and [Senate Session Schedule](#) for legislative recess dates.