

PLACE ON YOUR LETTERHEAD

[Date]

[Name of Elected Official]

[Address state office]

[City, State ZIP]

Dear [Title Last Name XX]:

April is Child Abuse Prevention Month. It is a time when communities come together to celebrate the bright, healthy futures all children deserve. On behalf of [name of your organization], I would like to invite you to see first-hand how [name of city or county] is investing in its future – its children. Please join us at [time] on [day, date] at [location, including city] to meet the children and families who have benefited from [name of program].

The agenda for the day will include [list key agenda items]. You will also be able to visit with parents, and be provided with a brief opportunity to address the group.

[Name of your organization or group] is [a brief description of your organization's mission].

Thank you for your interest and consideration of this invitation. If you have any questions, please contact me at [phone number and e-mail].

Sincerely,

[Your name and title]

[Organization or group name]