**Sample letter to invite elected officials to your museum or event**

*Fill in any bracketed areas with information specific to your project or museum. Try to keep it to one page and put it on letterhead. Mail or email the letter directly to the assistant or administrator for your government official – if possible, call first to ask how they prefer to receive invitations.*

(Date)

The Honorable (members first and last name)

Atten: (Administrative Assistant obtained by calling in advance)

(Mailing address)

Dear (Minister/Mayor/Senator) (members last name)

I write on behalf of (YOUR ORGANIZATION). We would like to invite you to an important event that celebrates (YOUR PROJECT), a (SHORT DESCRIPTION).

We would appreciate the opportunity to show you more about this exciting project. We will be holding a (TYPE OF EVENT) event that relates directly to the communities you represent on (PROPOSED DATE AND TIME) at (LOCATION).

The event will (BRIEF DESCRIPTION OF TYPE OF EVENT: TWO SENTENCES).

What:

When:

Where:

We would be honored if you would agree to (SPEAK/OBSERVE/ PARTICIPATE-WHATEVER ROLE YOU WANT YOUR GUEST TO PLAY). You will have the opportunity to interact with community members, including leaders like (LIST NAMES AND ORGANIZATIONS OF SOME KEY PARTICIPANTS AND ATTENDEES). Local media will be invited to cover the event. We would be pleased to work with your press secretary to extend invitations, write a press release and ensure invitees are aware of your attendance.

I greatly appreciate your consideration of this request. You or your staff can reach me at (INSERT PHONE NUMBER AND EMAIL ADDRESS) to follow up.

Sincerely,

(YOUR NAME / TITLE)

(YOUR ORGANIZATION)

cc: (Include a list of individuals and organizations mentioned in the letter as attending/participating in your event or meeting. Send these individuals a copy of the letter via email)