



MASSACHUSETTS COALITION FOR ADULT EDUCATION

SAMPLE LETTER TO
INVITE LEGISLATORS TO VISIT PROGRAM

Date

Representative/Senator _____
State House – Room _____
Boston, MA 02133

Dear Representative/Senator _____,

On behalf of (*name of program*), an adult learning center/program in your district that receives state funding to provide adult basic education services, I am writing to cordially invite you to visit our program during (*month, or specific date and time*).

The (*name of program*) serves approximately (*provide number*) adults each year, many of whom are seeking to become more economically self-sufficient, provide for their families, help their children with schoolwork and participate more fully in their communities. Our services, including (*range of services*), enable adults to achieve these educational, employment and personal goals.

We would very much appreciate the opportunity to show you first-hand how the state funds appropriated by the legislature are helping constituents in your community to change and improve their lives by learning to read, write, speak English or obtain a high school credential.

Include if applicable:

1. *names of other programs jointly sponsoring the event*
2. *whether the legislator will be expected to speak formally to a group*
3. *highlights of the event's program*
4. *whether legislator is receiving an award or formal recognition*
5. *whether any other legislators are also invited*

I will call your office within a few days to discuss this invitation in more detail.
Thank you.

Sincerely,

Name, Title