Sample Site Visit Invitation

Dear [POLICYMAKER NAME/TITLE]:

I am writing to invite you to visit [PROGRAM] in your district on [OFFER MULTIPLE DATES IF POSSIBLE] to learn about the work happening in our community to ensure that children get the best possible start in life. [PROVIDE INFORMATION ABOUT THE TYPE OF SERVICE THE PROGRAM PROVIDES, INCLUDING DETAILED INFORMATION ABOUT THE NUMBER OF CHILDREN AND FAMILIES SERVED. IF YOU ARE A CONSTITUENT, SAY SO EXPLICITLY. IF YOUR ORGANIZATION IS DIFFERENT FROM THE PROGRAM YOU ARE INVITING THEM TO VISIT, STATE YOUR ORGANIZATION AS WELL].

As you likely know, the first three years of babies’ lives have an enormous impact on how they learn and grow throughout their lifetime, with more than one million new neural connections forming every second. This is why [YOUR ORGANIZATION] is working to bring attention to what babies and their families need to thrive. [INCLUDE A BRIEF DESCRIPTION OF YOUR WORK.]

We understand that you maintain a busy schedule, but we would be honored if you would consider visiting [PROGRAM] to learn more about the services being offered to your youngest constituents. We would be happy to work with you to arrange a visit on [DATES]. We look forward to seeing you soon.

Sincerely,

[YOUR NAME]