

**/INSERT YOUR LETTERHEAD/**

**!!!Sample Congressional Event Invitation!!!**

DATE

The Honorable Henry C. "Hank" Johnson  
3469 Lawrenceville Highway Suite 205  
Tucker, GA 30084

Attn: Scheduler

Dear Congressman Henry "Hank" Johnson:

We would like to invite you to speak at our STATE/ SCHOOL/AGENCY/  
CONSTITUENT EVENT/ National Alliance for Partnerships in Equity / Event/  
MEETING /location/. We would be honored if you would address our membership on  
DATE, TIME; NAPE represents approximately /NUMBER/ members with a great  
number being in your district.

We would greatly appreciate hearing from you by /DATE/ if you are available to  
speak during our Annual picnic.

Thank you for considering this request. We hope your schedule permits you or  
one of your staff members to be part of our event. If you have any questions, please call  
me /NAME/ at /NUMBER/.

I look forward to hearing from you.

Sincerely,

NAME  
TITLE  
AFFILIATION