



SAMPLE LEGISLATIVE EMAIL  
EVENT INVITATION

Subject Line: Invitation for [Rep. XXX] to attend [event]

On behalf of [insert name of your organization], I would like to invite [Rep. XXX] to attend the [name of event/exhibition] on [date and time] and be a featured speaker.

This event, taking place in [name of arts venue] and attended by over [XX] people, would provide us with an opportunity to share how our programs are serving the community and hear directly from [Rep. XXX]. [Insert background on your organization and highlight your unique programming and services.]

Thank you for your consideration of our request. If [Rep. XXX] is unable to attend the event, we would like to schedule a meeting in your office to discuss with you and your staff how [insert name of your organization] serves our community.

Name

Title, Organization

Contact Information