

August Site Visit Campaign: Site Visit Sample Invitation

To invite your Member of Congress to do a site visit, send a formal invitation. You can use the sample invitation below as a template.

PUT ON ORGANIZATIONAL LETTERHEAD

The Honorable (FIRST AND LAST NAME OF MEMBER)
U.S. House of Representatives (OR) U.S. Senate
Washington, DC (HOUSE ZIP CODE = 20515; SENATE ZIP CODE = 20510)
Attn: (DC SCHEDULER AND DISTRICT SCHEDULER)
CC: (DC STAFF MEMBER(S) WHO WORK ON YOUR POLICY ISSUE)
Fax: (FAX NUMBER)

Dear (SENATOR/REPRESENTATIVE X),

On behalf of (ORGANIZATION), I would like to invite you to join us and several of your constituents on a tour of (PROGRAM NAME). We would like to take this opportunity to thank you for your support of our work to end homelessness, to demonstrate the success of our local homelessness assistance and affordable housing programs, and to discuss how we can continue to work together to advance solutions to homelessness in (COMMUNITY) and across the state.

Using a solutions-focused intervention, (PROGRAM NAME) has ended homelessness for numerous (PEOPLE EXPERIENCING CHRONIC HOMELESSNESS, FAMILIES WITH CHILDREN, YOUTH, VETERANS, INDIVIDUALS, AND/OR PEOPLE WITH DISABILITIES) in our community. (INCLUDE INFORMATION ABOUT THE PROGRAM AND ITS SUCCESS AND PROGRAM-SPECIFIC OR NATIONAL COST-SAVINGS/OUTCOMES DATA. FOCUS ON PERMANENT SUPPORTIVE HOUSING OR RAPID RE-HOUSING, IF APPLICABLE.)

(TRY TO INCLUDE LOCAL INFORMATION ABOUT YOUR COMMUNITY'S PROGRESS IN ENDING HOMELESSNESS. FOR EXAMPLE, INFORMATION ABOUT:

- WHAT YOU COULD DO WITH INCREASED FUNDING FOR MCKINNEY, PARTICULARLY FOR THOSE EXPERIENCING CHRONIC HOMELESSNESS, FAMILIES WITH CHILDREN EXPERIENCING HOMELESSNESS OR YOUTH EXPERIENCING HOMELESSNESS;
- DATA SHOWING REDUCTIONS IN HOMELESSNESS;
- SUCCESS IN ENDING CHRONIC HOMELESSNESS; AND/OR
- INTERESTING PARTNERSHIPS.)

We have invited nonprofit providers, key stakeholders, and program participants to join you. These individuals can provide insight into the incredible progress being made to advance programmatic solutions to homelessness in (COMMUNITY) and the importance of increased funding for McKinney-Vento Homeless Assistance Grants to our community.

I understand that you are now home through the August recess, and hope that you will be able to attend a tour during that time. We are certainly flexible and would be more than happy to work with your schedule over the coming weeks. I will follow up with your scheduler to identify the best date and time and to provide further details regarding the agenda and other participants.

Sincerely,