

PLEASE PUT ON YOUR ORGANIZATION'S LETTER HEAD

The Honorable _____
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 WHO WORKS ON HOUSING OR HOMELESS ISSUES)
Fax: _____

Dear Senator/Representative _____,

I am writing on behalf of (AGENCY/ORG) to invite you to visit (PROGRAM NAME OR DATE AND EVENT YOU WANT THEM TO VISIT).

Please include personal information that will explain why the Senator's/Representatives' leadership in Congress is important to your local work. For example, you could:

- Describe your program and how it helps people experiencing homelessness.
- Thank the Senator/Representative for any efforts that he/she personally or his/her office has made on your behalf, including local issues and / or federal policy.
- Tell a story of how you or a client who is / was homeless turned his / her life around. Include a sentence saying "My story or my client's story demonstrates how critical it is that you are a champion in Congress on poverty alleviation."
- Describe a policy issue you will discuss during the site visit and how it impacts your organization.

It would be an honor to have you visit our program to learn more about the work being done to end homelessness in (STATE/DISTRICT). Thank you for your continued support. Ending homelessness will result in healthier, safer and improved communities.

Sincerely,