

DATE

The Honorable _____
U.S. House of Representative OR United States Senate
Washington, DC 20515 or 20510

Dear Representative or Senator _____:

On behalf of [**ENTER ORGANIZATION**] I would like to extend an invitation to you to visit [**ENTER COMMUNITY/PROPERTY**] located at [**ENTER ADDRESS**].

[**ENTER ORGANIZATION**] manages _____ communities within your district, serving approximately _____ seniors and employing approximately _____ employees.

During the visit, you will have the opportunity to tour our community, meet with our residents and staff members and learn what issues matter to them. I am confident that by seeing our community's work in action, you will understand the important role you can play in helping us offer older adults the highest quality of life.

I will be following up with your scheduler in the next few days to schedule a day and time for the visit. In the meantime, if you have any questions, please don't hesitate to contact me at [**ENTER PHONE**] or email [**ENTER EMAIL ADDRESS**].

Thanks in advance for your consideration of my request.

Sincerely,

XXX