

[Month] [xx], [201X]

[Insert Name of Candidate/Member of Congress]

[Street Address]

[City, State Zip]

RE: Facility Visit Invitation

Dear [Insert Name]:

On behalf of **[ENTER COMPANY NAME]**, I would like to extend an invitation for you to visit our aviation repair station facility in **[ENTER CITY, STATE]** during the weeks ahead.

[INSERT A SHORT DESCRIPTION OF YOUR COMPANY INCLUDING WHAT YOU DO, JOB NUMBERS, YEARS IN BUSINESS, REVENUES, ETC.]

We would welcome the opportunity to host you or a member of your staff to explain more about our work and the economic impact of the company on the local economy. I realize your schedule is extremely hectic, but we will gladly work to find a time that is mutually convenient.

I look forward to hearing from you or your staff.

Sincerely,