Dear Representative/Senator [Last Name],

My name is [Name] with [Organization’s Name] and I would like to thank you for participating in Georgia Pre-K Week 2017. Your participation attests to Georgia’s commitment to quality early education as a means to greater school success and an improved workforce. [Organization’s Name] is one of 21 Pre-K Week community partners that help with Pre-K Week visits and events across the state.

To help provide additional insights into the landscape of early education, I will be joining you on your visit to [Center’s Name] on October [day] from [time]. [One to two sentences about your organization.]

Once again, I look forward to meeting you and hope that we will be able to work together in the future. Please feel free to call me at [phone number] if you have any questions.

Thank you for joining us in celebrating the 25th birthday of Georgia’s Pre-K Program and the importance of quality early learning in the life of a child.

Best regards,

[Name], [Position]

[Organization’s name]