



## Sample Invitation to Local and State Leader

**[Your Address]**

**[Date]**

Dear **[invitee name]**:

We would like to invite you and your staff to visit **[program name]** to celebrate Summer Learning Week in Georgia on July **[10-14]** at **[time]**. Our program provides **[number of students]** with enriching experiences and keeps them learning, healthy, and safe during the summer months.

We would like to take you on a short tour of our program and show how we are helping **[town/city's]** students return to school in the fall ready to succeed in the next academic year. While here, you will have the opportunity to meet staff members, engage with students, speak with parents, and witness the quality learning that our summer program provides.

We hope you will join us to visit our program on **July [10-14]** at **[time]** and see how we provide students with learning opportunities, supports working families, and serves the community of **[town/city]**. If that time is not convenient, we would be happy to work with you to find an alternative time.

We will contact your office within the next two weeks to follow up. Thank you for your consideration and for all that you do in serving our district.

Sincerely,

**[Your name], [Your title]**

**[Program name]**

**[Phone Number]**

**[Email Address]**