[INSERT ADDRESS OF LOCAL OFFICE]

[INSERT DATE]

Dear Congressperson Jones:

I am a librarian at [INSERT LIBRARY NAME], and one of your constituents. My colleagues and I would like to cordially invite you to visit our library this summer on [INSERT DATE, TIME & LOCATION]. However, any date that works in your schedule would be great!

[INSERT LIBRARY NAME]’s mission is to [INSERT MISSION]. In an average year our library [INSERT DATA ABOUT YOUR LIBRARY]. We provide year round learning opportunities for the community’s youth, including college and career preparation activities for teens that come from a wide variety of economic, ethnic, cultural and social backgrounds. [INSERT LIBRARY NAME] contributes substantially to the local community by providing access to the Internet, reading materials, hands-on opportunities to build digital literacy skills and much more.

I can assure you that your visit to [INSERT LIBRARY NAME] will be enjoyable, educational and informative. You will observe young people involved in a wide variety of activities, including [INSERT A DESCRIPTION OF WHAT WILL BE HAPPENING IN THE LIBRARY]. We anticipate approximately [INSERT # & TYPE OF ATTENDEES – e.g. teens, parents, educators] to be at this event. You will be able to engage [INSERT TYPE OF ATTENDEE] in conversation about how libraries support young people’s educational, recreational and developmental needs. We hope you would have time to [INSERT WHAT YOU’D LIKE THEM TO DO –speak, judge a contest, help build a Lego robot, lead a story time, hand out prizes, receive an award, etc.] during your visit. If you have no objection, we will invite members of the media, including [NAME A FEW TV STATIONS & NEWSPAPERS] to cover the event. We will also have a photographer present so we can share information about your visit in our newsletters and on our Web site.

I realize you have many constraints on your schedule, but whatever time you can spend with us will be made as productive and as enjoyable as possible. I am absolutely convinced you will find this visit one of the most rewarding among the many you make in [INSERT NAME OF YOUR STATE].

You are welcome to bring staff along with you, and we would be happy to work with your staff to make specific arrangements. Please don’t hesitate to contact me if you have questions or needs. My direct phone number is: [INSERT #]; my email address is: [INSERT EMAIL]. I am enclosing some additional information about [INSERT LIBRARY NAME], and you can learn more about us at [INSERT URL]. I look forward to hearing from you soon, and thank you so much for all that you do to ensure that young people have access to excellent library services and resources which enable them to succeed in school and prepare for 21st century careers.

Sincerely,

[INSERT YOUR FULL NAME & JOB TITLE]

enc. [ENCLOSE SOME BRIEF MATERIALS THAT ILLUSTRATE HOW YOUR LIBRARY SERVES YOUTH AS WELL AS THIS INFOGRAPHIC <http://ow.ly/vW83a> & THIS FACT SHEET <http://ow.ly/zNtfJ>]