

MODEL LETTER

Invite Elected Officials to Visit Your Site

Here is a letter you can adapt and use to invite elected officials to an open house or other events at your site. Their participation will maximize your site's visibility and local media coverage.

[*Insert date*]

The Honorable [*insert name*]

[*Insert address*]

Dear [*insert name*]:

I am writing on behalf of [*insert site name*] to invite you to participate in our Open House event on [*insert date*] at [*insert time*] at [*insert location*].

[*Insert site name*] is a multifamily housing site that provides safe, clean, affordable housing to low-income families in our county. In recent years, the struggling economy has created key concerns within our community about the increasing need for affordable housing. With our event, we hope to offer the community a look inside a viable affordable housing project, to educate the public about the value that we provide, and to put to rest the misconceptions the public may have regarding affordable housing.

Our Open House will include tours of our community space and residential units, as well as a discussion panel to discuss affordable housing. The panel is scheduled to take place at [*insert time*]. As a leading supporter of affordable housing initiatives, we would be honored if you would speak about the need in our community for affordable housing, and the value that existing communities have provided.

We have also invited other community leaders and representatives of the media to attend. Other speakers on the panel will include: [*insert names of speakers*].

I would be happy to provide you with additional details about this event. I will call your office next week to follow up. I hope that you will consider joining us. I look forward to hearing from you.

Yours truly,

[*Signature*], Manager

[*Insert site name and contact information*]