Sample Invitation Letter

[Date]

The Honorable [Member of Congress' First and Last Name]
[U.S. House of Representatives OR U.S. Senate]
ATTN: [Name of Scheduler]
[Mailing Address]
[Fax Number or Email Address – depending on how you are sending the request]

Dear [Representative of Senator] [Member of Congress' Last Name]:

I would like to invite you as a key presenter to the [name of court] [name of event]. The [graduation/event] will take place at [location] on [date] from [time] to [time]. We anticipate [# of participants graduating or # of Drug Court participants in attendance] and [# of overall attendees] to attend the event. We have also invited local elected officials [insert names if confirmed] and local media to cover this important event.

Drug Courts are judicially supervised court dockets that reduce correctional costs, protect community safety, and improve public welfare. Drug Court participants must meet their obligations to themselves, their families, and society. To ensure accountability, they are regularly and randomly tested for drug use, required to appear frequently in court for the judge to review their progress, rewarded for doing well and sanctioned for not living up to their obligations. At the end of their successful completion of Drug Court, participants take part in a graduation ceremony as their last status hearing in court.

Thank you for your interest and consideration of this invitation. If you have any questions, please contact me at [phone number and email address].

Sincerely,