***Via email or on organization’s letterhead***

***Find legislative contact information by clicking the following link:***

[***https://iga.in.gov/***](https://iga.in.gov/)

**[DATE]{The Honorable Firstname/Lastname]**

**[State Representative/State Senator]**

**[ADDRESS]**

**[City, State Zip]**

Dear **[REP./SEN. LASTNAME]**:

On behalf of **[ORGANIZATION]**, I would like to extend an invitation to you to visit **[COMMUNITY/PROPERTY]** located at **[ADDRESS]**. **[ORGANIZATION]** manages **[#]** communities within your district, serving approximately **[#]** seniors and employing approximately **[#]** employees. **[Alter to your type of community]**

During the visit, you will have the opportunity to tour our community, meet with our residents and staff members, and learn what issues matter to them. I am confident that by seeing our community’s work in action, you will understand the important role you can play in helping us offer older adults the highest quality of life.

I am happy to follow up with your office via phone to find a time that may work in with schedule. In the meantime, if you have any questions, please don’t hesitate to contact me at **[PHONE]** or email **[ENTER EMAIL ADDRESS].**

Thank you in advance for your consideration. On behalf of the staff and residents at **[ORGANIZATION]**, we look forward to your visit.

Sincerely,

**[Typed name and title]**

cc: LeadingAge Indiana