**Use your company letterhead**

The Honorable [first name, last name]

State [Senator/Representative]

Indiana State House

200 W. Washington St.

Indianapolis, IN 46204

[DATE]

Dear [Representative/Senator X],

On behalf of [community name], I would like to congratulate you on your election [re-election] and welcome you to the Indiana [House/Senate]. I look forward to working with you in 2019.

Our community provides [give detail on your services]. We can accommodate [include number of beds/units, type of community, etc.].

I invite you to visit [community name], take a tour and see the many ways we work to care for Indiana seniors. I can also share with you some of the challenges we face that affect our daily operations, such as: workforce, [give other examples specific to your community (Southeastrans, Medicaid/Medicare, Regulations, etc.].

[Optional section] Some of the successes at our community include:

* [Include two to three anecdotes of successes by staff and/or residents/patients].
* [Second anecdote…]
* [Third anecdote…]

When discussing Medicaid/Medicare, healthcare, workforce or other issues affecting long term care, please call on me, I would be honored and pleased to serve as a resource to you.

Please email me at [your email] or call me at [your phone number] with any questions about long-term care or [community name].

Best wishes,

Name, Title