

## Legislator Sample Invitation Letter

Your Name  
Address  
City, State, Zip

Date

Legislator Name  
Address  
City, State, Zip

Dear Representative/Senator (Legislator Name):

October is National Disability Employment Awareness Month and I would like to invite you to celebrate with me. The Idaho Employment First Consortium and community partners are promoting a "Take Your Legislator to Work" Campaign to acknowledge and celebrate Idaho workers with disabilities. I am excited to be a participant in this event and would like you to join me. I am hoping your schedule will allow for a visit the week of October 7<sup>th</sup> – 11<sup>th</sup>.

I am currently working at (employer). I have made arrangements with my employer to have you come and visit. We have identified a couple of times and hope that one will fit into your schedule. They are:

Day of the Week  
Date  
Time:  
**OR**  
Day of the Week  
Date  
Time:

If these days or times are not convenient please contact me at (telephone number) or my job coach at (telephone number). One of us will be contacting you in the next day or two to confirm.

We are excited to show you my skills and talents as a worker and discuss the value employees with disabilities bring to the work force and community.

Thank you for considering this request and I sincerely hope will be able to visit.

Sincerely,

Employee

Employer