

Plant Tour/District Visits – Sample Invitation

COMPANY LETTERHEAD

Date

[NAME OF CONTACT]

Office of Representative [FIRST NAME] [LAST NAME]

Address

City, State Zip

Dear Mr./Mrs./Ms. NAME OF CONTACT:

Per our conversation, the _____ Chemical Company would like to invite Representative [FIRST NAME] [LAST NAME] to a plant tour/visit at our facility in [CITY], [STATE].

We understand the demanding schedule of Representative [LAST NAME] and we hope to be as flexible as possible given his availability. If at all probable, we would like to arrange the tour for sometime during [the August legislative recess or in the early fall].

The plant tour should only take [one hour] to complete. Following the tour, we look forward to briefly discussing some important issues facing the chemical industry. We expect several plant managers from the congressman's district to attend the tour and participate in any discussions. The event will be an excellent opportunity for our employees to interact with their legislator and showcase our facility.

Please call me and let me know what days are most convenient for the congressman. If you have any other questions, please do not hesitate to contact me at [PHONE NUMBER]. Thank you and I look forward to hearing from you.

Sincerely,

[YOUR NAME]

[YOUR TITLE]

[YOUR COMPANY NAME]