

# Sample Event Invitation

## Logo/Letterhead

(Date)

The Honorable Jane Doe  
California State Capitol, Room 1234  
Sacramento, CA 95814

Dear (Assemblymember Doe or Senator Doe):

On behalf of the (WIC Agency or parent agency), I am writing to invite you to attend our (name/type of event) on (time and date). This will be an excellent opportunity for you to hear from the members of our community – your constituents – about how important WIC services are for families in this area (add details relevant to specific event).

We all know that access to healthy food improves outcomes for children in a variety of ways, and there is no better investment than in the health and success of our future community leaders. We all have a stake in ending food insecurity, and helping families meet their health goals.

At this event, you will have the chance to visit with parents, WIC staff members, community leaders and other community partners (mention on-site partner services such as oral health providers, or partners such as CalFresh representatives, local health center or hospital staff, etc.) who can share with you their experiences about the critical support that WIC offers vulnerable families.

During this event, we also would welcome your thoughts on promoting family health and ending food insecurity.

I will follow up with a call to your office next week to learn of your availability. In the meantime, if you have any questions, please do not hesitate to contact me. Thank you for your consideration of this invitation.

Sincerely,

(name)

(title and email/phone)