

# Invitation letter

**[Insert Date]**

Honorable **[Insert Legislator's Name]**  
California State Capitol, Room **[Insert Room Number]**  
Sacramento, CA **[Insert Zip Code]**

Re: California Museum Month and the **[Insert your museum's name]**

Dear **[Senator or Assembly Member] [Name]**;

The **[insert your museum's name]** cordially invites you to visit our museum on Friday, May **[insert date]** at **[insert time]**. We would be honored to give you a tour of our museum.

This May, the **[insert your museum's name]** will be celebrating California Museum Month along with other museums across the state. In honor of this annual event, we invite you to visit our museum and meet with our stakeholders. **[Insert a sentence about who the legislator will be meeting with.]**

**[Insert a paragraph about your museum, such as your mission, the number of people or children served, your membership, and/or activities.]**

Organized by the California Association of Museums, California Museum Month features an array of activities and events that reflect the diversity of California's museums and the services and programs they provide. California's museums, zoos, historical societies, botanical gardens, and cultural centers increase public awareness of a wide range of topics pertaining to the natural and cultural world and preserve and interpret their collections for the public's benefit.

We look forward to meeting with you. Please contact **[insert name]** at **[phone number]** to confirm your availability.

Sincerely,

**[Insert name]**

**[Insert title]**

**Note:** Print this letter on your museum's letterhead, preferably a version with your board listed if possible. You may wish to send this letter to your legislator's home district office instead of the State Capitol.