



[Month] [Date], 2013

The Honorable [Name]  
[Address]  
[City], [State] [Zip]

Dear [Title] [Last Name]:

I am pleased to announce an exciting opportunity for you to participate in the September 11<sup>th</sup> National Day of Service and Remembrance, along with your constituents. On [date] at [time], [program name] will be hosting [describe service event] at [location]. I would like to invite you to participate in this event and recognize the Day of Service and Remembrance and the important role national service plays in [city/state].

**9/11 Day of Service Event**  
**September [date], [time]**  
**[location]**

I hope you can attend this event. I look forward to following up personally with your staff to provide more details. If you have any questions about the 9/11 National Day of Service, please do not hesitate to contact me at [Telephone] or [Email Address].

Thank you for your continued support of national and community service.

Sincerely,

[Name]  
[Title]  
[Email Address]  
[Telephone]