To find out which Member of Congress to send the request to, call the Washington DC office of your [House](http://www.house.gov/representatives/) and [Senate](https://www.senate.gov/senators/contact/) members, identify yourself as a constituent, and indicate that you would like to invite him/her to a site visit. Then ask for the name and email of the staffer in charge of both scheduling and Appropriations. **This email should be sent to the staff member in charge of Appropriations and the scheduler.**

**In addition to sending the visit request in the body of the email, add your logo to the top of the document, save as a pdf, and attach to the email.**

**DRAFT EMAIL LANGUAGE**

Dear [Names of 2 staff members],

I’m writing to ask **Senator/Representative** to visit our program/organization in **XXX** [Name of city] during the upcoming recess. I hope you will consider coming to see the great progress we are making in improving our community.

**Provide a few sentences on your program and its impact being specific about evidence/data/outcomes, communities served, etc.**

We would welcome the opportunity to show **Senator/Representative** how the **XXX** [Federal program] helps constituents in his/her district/state.

Please let us know if this would be of interest so that we can make the necessary arrangements.

Best,

**Your name**