

**SAMPLE- Formal Invitation
PSLA Legislator@Your Library
Campaign**

Clay Elementary School
School Lane
Ephrata, PA 17522
October 10, 2008

Senator Michael Brubaker
301 E. Main Street
Lititz, PA 17543

Dear Senator Brubaker,

As part of the Pennsylvania School Librarians Association's initiative to engage our state legislators in learning about school library programs today, I would like to invite you to visit _____ (name of school) in the _____ School District so that you can observe how our school library program helps students learn. Depending on the day you visit us, we can arrange for you to interact with students by _____. Or, depending on your time constraints, perhaps you would like to tour our library facility and observe students working and researching. I would enjoy sharing with you some of PSLA's concerns about the future of Pennsylvania school libraries as well. We will also arrange for some pictures to be taken with students for our district and local media.

One of PSLA's event planners, _____(name) who is assisting me with the details of your visit, has already been in contact with your office. [or list scheduler's name] We have also emailed your office some relevant material about the PSLA Legislator@Your Library program.

The students, staff, and I are enthusiastically looking forward to your visit. I hope you are able to find some time to spend with us.

Respectfully yours,

Sally Perry, School Librarian

cc: _____, Superintendent
_____, Principal
_____, President, PTO