

Local Leaders Invitation Template #2



Extension councils and extension staff may invite public leaders to an event or gathering to increase engagement and knowledge about extension programs and impact.

SAMPLE INVITATION TO COUNTY FAIR

Dear Senator (Representative) LAST NAME:

Thank you for your collaboration and support during the 2026 legislative session. We appreciate your commitment to serving the people of Iowa. Iowa State University Extension and Outreach works with youth, families, farmers, and businesses across the state, and we value opportunities to share how our programs support your constituents in [COUNTY] County.

I would like to show you how Extension impacts young people in our communities and invite you to the (BEEF) show at the (COUNTY) County Fair. It takes place on (DATE, TIME & LOCATION). County fairs are woven into the fabric of Iowa, and Extension and 4-H play a key role. You can meet some 4-H members and see Extension in action. Please let us know if you're available—we would be glad to accommodate your schedule if another time works better.

Thank you again for your leadership and support.

Sincerely,
Name, Role on the Council
City
Phone number