Local Leaders Invitation Template #3

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 AN EVENT

Dear Senator (or Representative) [LAST NAME]:

We appreciate your commitment to serving the people of Iowa and look forward to the 2027 legislative session. 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 the agriculture community and invite you to the [Rain Barrel Workshop] on [DATE, TIME & LOCATION]. This would be a great opportunity to connect with constituents and you can see Extension at work. 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