Local Leaders Invitation Template #1

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 MEET WITH EXTENSION COUNCIL MEMBERS

Dear Senator/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.

We would like to invite you to join us for a brief, informal gathering [**prior to our next Extension Council meeting]**:

Date: [DATE]
Time: [RECEPTION START TIME – END TIME] *(try for no more than 45 minutes)*
Location: [LOCATION]

This would be a great opportunity to connect and explore ways we can continue supporting Iowans together. Council members are interested in learning more about the priorities and concerns you are hearing from your district, and where additional educational resources may be helpful. Please let us know if you're available—we can accommodate your schedule if another time works better. And please do not feel obligated to stay for the council meeting; with respect to your time, we appreciate your participation in the gathering prior to our meeting.

Thank you again for your leadership and support.

Sincerely,
Name, Role on the Council
City
Phone number