***SENATE INVITATIONS***

SAMPLE REQUEST LETTER

**[Date]**

President Thomas C. Alexander

S.C. Senate Invitations

Post Office Box 142

Columbia, South Carolina 29201

Dear Senator Alexander:

On behalf of the **[name of organization]**, I would like to confirm the date of **[date]** for a legislative **(breakfast, luncheon, reception, dinner reception)**. This event is scheduled from **(time)** to **(time)** at **(location, address)**.

We are extending invitations to: **[Members only/Members and staff]**.

If you have any questions, please contact me at **[phone and e-mail]**.

Sincerely,