**(DATE)**

Representative Dennis Moss

Chairman, Invitations Committee

Room 503 Blatt Building

Columbia, SC 29201

Dear Representative Moss:

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 & staff)**.

Formal invitations will be sent later next year (optional).

Please place an announcement on the appropriate SC House Invitations Calendar.

Sincerely,

**Contact’s Name**

**Phone #**

**Email**

**Please put invitation letters on *official letterhead* and email completed *House and Senate Invitation Letters* and *House and Senate Ethics Forms* to** [**kamithordahl@schouse.gov**](mailto:kamithordahl@schouse.gov) **Please call Kami at 803-734-2701 if you have any questions.**

**IMPORTANT:**

**RESERVATIONS FOR THE 2026 CALENDAR YEAR WILL BE ACCEPTED BEGINNING IN JANUARY 2025. EACH WEEK TWO BREAKFASTS, ONE LUNCH, AND 2 OFFICIAL EVENING EVENTS ON TUESDAYS AND ON WEDNESDAYS ARE POSTED ON THE LEGISLATIVE CALENDAR. LUNCH AND BREAKFAST DATES GO VERY QUICKLY – PLEASE RESERVE EARLY. *COMPLETED* AND *RETURNED* FORMS WILL INSURE YOUR DATE AND EVENT RESERVATION. CALL OR EMAIL KAMI FOR AVAILABLE DATES AND INFORMATION.**