

PRECAST DAYS 2024



> Sample Email For U.S. Representatives/Senators

[Date]

The Honorable [First and Last Name]
[House of Representatives/United States Senate]
Washington D.C. [20515 for House, 20510 for Senate]

Dear [Representative/Senator] [Last Name],

On behalf of [Company Name], I am pleased to invite you to visit our plant in [City] on [Date] at [Time]. We are hosting Precast Days, an annual event led by the National Precast Concrete Association. This event aims to raise awareness of precast manufacturing and to [What you are planning to do during your Precast Days event, example: educate our local community about career opportunities, precast products and modern manufacturing techniques.] It would be our honor, at [Company Name], to welcome you for a visit.

Precast concrete manufacturers such as [Company Name] play a vital role in our country's infrastructure and affect the daily lives of every American. At [Company Name] we specialize in... [COMPANY DESCRIPTION – standard paragraph. What products are used in, etc. Unique features/characteristics; brief example of local project] We would like to show you firsthand who we are and what we do.

Thank you for your consideration to come and meet with your constituents on [Date].
[If applicable: We would be grateful for you to provide a few remarks at the event as well.]
I look forward to working with you on arrangements. If you are unable to attend, a member of your staff would be welcome to join us.

Sincerely,

[Name of person sending email]

[Title]

[Phone number]

NOTE: Copy and paste the text into the body of the email.
Your message is more likely to reach staff if it does not include attachments.

