

Date

Scheduler Name

Position

Office of the Honorable John/Jane Doe

United States House of Representatives/United States Senate

Address

Washington, D.C. 20515/20510

Dear **Mr./Ms. Scheduler Name:**

I am writing to invite you to participate in a plant tour here at **[company name]**. As a member of the Motor & Equipment Manufacturers Association (MEMA), we would be honored for you to visit our facility and see why motor vehicle parts suppliers are the nation's largest manufacturing employer.

[Insert information describing your company in two to three sentences. Include the number of employees.]

This plant tour is an informal opportunity for you to see our plant and speak candidly with our employees. The format usually calls for the tour, brief refreshments, open discussion with our employees (including a question and comment period) and a photo opportunity. We expect the entire event to take no more than 60 minutes. Let me suggest the following dates:

[Insert Day, Month, Date—suggested time frame]

[Insert Day, Month, Date—suggested time frame]

[Insert Day, Month, Date—suggested time frame]

We sincerely hope you will accept our invitation to participate. Please let me know at your earliest convenience if one of these dates is convenient. If not, please feel free to suggest alternative dates or call or e-mail me directly at **(PHONE)** or **(E-MAIL)**. Thank you and I look forward to working with you in the near future.

Sincerely,