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ELECTED OFFICIAL REQUEST LETTER

How to use: Draft your congressional request letter using the outline below, replacing text in gold with destination/organization-specific details. Feel free to tweak remaining copy as you see fit before sending to your elected official.

Useful resources: Kansas Tourism's [Economic Impact Study](#).

....

INSERT DATE

The Hon. INSERT FIRST AND LAST NAME
Address send to local District/State Office Director and/or scheduler

Dear INSERT {TITLE} WITH THEIR LAST NAME,

I am writing to invite you and your staff to participate in INSERT NAME OF HOST COMMUNITY's upcoming commemoration of National Travel and Tourism Week, May 6-12, to underscore travel's significant impact and its further growth potential.

Travel Then
Thirty-five years ago, Congress signed a resolution to annually celebrate the travel and tourism industry. This year, we recognize this landmark by celebrating how integral this industry has been to INSERT NAME OF HOST COMMUNITY throughout the past several decades.

Insert paragraph on recent developments—convention centers, airports, arenas, restaurants—that have opened in the past several years and spurred economic development

Travel Now
Travel and tourism supports XX jobs in our community, generating XX tax revenue and delivering XX in economic impact. Together, we can identify smart solutions that continue to allow travel to grow and thrive right here in our community.

Our event will take place on INSERT DATE at INSERT LOCATION. We would be honored if you and your office could join. If this date does not work for you, we would appreciate an opportunity to meet with you, here in our community, at a more convenient time in the coming weeks.

We hope that you will be able to join us for our event so that we can show you, in person, why your support is so critical to economic development in INSERT STATE.

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We hope to see you on May INSERT DATE—or will otherwise follow up to schedule time to meet when you next available.

Many thanks,
INSERT YOUR NAME
INSERT ORGANIZATION