

Before sending an invitation, be sure to look up your legislator’s contact information using CAHF’s [Find Your Legislator tool](#).

Sample Letter:

Dear **Representative/ Assemblymember/Senator Name**:

FACILITY NAME + LOCATION is home to **# of RESIDENTS** in your district and is an employer in your district. From providing exceptional care to residents to employing a qualified, well-trained workforce, **FACILITY NAME** is an essential part of your district and I would like to invite you to visit.

INCLUDE INFORMATION ABOUT YOUR INVITATION (INCLUDING THE DATE AND TIME). IS IT A TOUR? STAFF ANNIVERSARY CELEBRATION? RESIDENT BIRTHDAY? TOWNHALL?

Quality long-term care is a critical issue facing older adults in California, and nationwide, as the population continues to age and make important decisions about their long-term care needs.

FACILITY NAME would be honored to have **LEGISLATOR NAME** visit on **DATE**.

At the California Association of Health Facilities, we realize the enormity of the responsibility on our shoulders—to maintain and improve quality care for the millions of residents under our care, and for the thousands more who we will serve in the coming years.

We will work closely with you and your staff to plan a convenient visit when **LEGISLATOR NAME** is in the district. Feel free to contact me directly at **555-555-5555** or Maddie Robbie, CAHF’s Government Affairs Specialist, at 916-280-1052, or mrobbie@cahf.org, for more information on arranging a date and time.

Thank you for all you do in the Legislature. I look forward to speaking with you soon and sharing ideas on safeguarding the care of our most vulnerable citizens in the years to come.

Sincerely,

Name

Title

Facility

Email

Phone