

INVITATION TO BUSINESS MEETING, TOWN HALL MEETING OR SOCIAL EVENT



Dear Senator (or Representative) [last name]:

On [date], DAV (Disabled American Veterans) [Department of...or Chapter/Unit {name/number}] will hold a [business meeting, social event {explain} or town hall meeting] at [location and time].

As Commander of [Dept., Chapter/Unit] [or On behalf of the Commander of...], I would like to invite you [or your designee] to attend this event and to address the audience about issues important to our nation's injured veterans, their families and survivors. [If you anticipate a large group mention it—I expect about 100 veterans and their families to attend.]

Please have your office contact [name and contact information] about your availability and to obtain additional information about the event.

Thank you for your anticipated prompt response and for your interest in veterans' issues.

Sincerely,

INVITATION TO CANDIDATES' TOWN HALL MEETING



Dear [name and title]:

On [date], DAV (Disabled American Veterans) [Department of...or Chapter/Unit {name/number}] will hold a candidates' town hall meeting at [location and time].

As Commander of [Dept., Chapter/Unit] [or On behalf of the Commander of...], I would like to invite you to attend this event and to address the audience about issues important to our nation's injured veterans, their families and survivors. [If you anticipate a large group mention it—I expect about 100 veterans and their families to attend.]

We have also invited [other candidate(s)] to attend this town hall meeting.

Please have your office contact [name and contact information] about your availability and to obtain additional information about the event. If this date and time are not convenient, please let us know a more convenient time and date.

Thank you for your anticipated prompt response and for your interest in veterans' issues.

Sincerely,