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| **Draft Email /Letter Inviting**  **Representative/Senators to the CDFI Coalition Reception**  Every Member of Congress – House and Senate- was sent an invitation to the CDFI Coalition’s reception but we encourage everyone attending the CDFI Coalition’s Institute to send a follow-up email inviting their Members of Congress to attend. Members of Congress appreciate being invited by a constituent.  Please consider personalizing the message below and emailing it to your Representative/Senators along with an electronic copy of the reception invite.    If you email the Member of Congress directly make sure to copy his/her scheduler as well as anyone you work with in the district /state office.  If you have questions or need additional guidance call us at 202-393-5225 or email us at info@cdficoalition.org |  |

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| Dear Representative\_\_\_\_\_/ Dear Senator -----:  I will be in Washington next week attending the CDFI Coalition’s 2015 Institute and I am writing to invite you and your staff to join me at a reception being hosted by the CDFI Coalition Tuesday evening, February 24th from 5:30 to 7:00 pm in Room 534 of the Dirksen Senate Office Building. I have attached a copy of the reception invite sent to your office earlier this month.  As a constituent I appreciate all you have done to support (insert the NAME of YOUR ORGANIZATION and include a sentence or two about the work you do (insert a sentence about your work in the Representatives district/Senators state).  <http://www.cdfi.org/capitol-hill-reception/>  I recognize Congress is in session and your schedule is full and unpredictable but I would be honored if you could drop by the reception or send someone from your staff to join us. I will follow up with your office and I hope to see you soon in Washington.  Sincerely, |