



South Carolina  
Institute of Medicine & Public Health  
**HEALTH POLICY FELLOWS**  
Program

SOUTH CAROLINA OFFICE OF  
**RURAL HEALTH**  
Investment. Opportunity. Health.

## Engaging Your Elected Officials

### SAMPLE INVITATION LETTER

Dear Mr./Mrs. [First Name] [Last Name],

On behalf of [Coalition/Organization name], I invite you to join us for our [Event name] on [Day of Week], [Month] [Day], [Year] at [Time]. [Event Name] is [brief summary of the event]. This is an opportunity to [briefly describe the value of the event].

To RSVP, please reach out to [Person of contact] at [contact information].

See you soon,

[First Name] [Last Name]

[Title], [Organization]