

## Sample Invitation Email to Elected Official – Sign MFG Day Event

### Notes:

- Send on company letterhead
- Fill in the portions highlighted in red
- **We recommend that you email (or fax) the letter rather than send it via mail to ensure it is received in a timely manner**

[Date]

Dear [Name], MLA:

As a manufacturing company in your constituency I am writing to invite you to participate in an open house and tour for Sign MFG Day here at [company name] at [time] on Friday, October 6. We welcome the opportunity to have you tour our facility and see firsthand what 21st century manufacturing is all about and the impact the sign, graphics and visual communications has on the [Province] and overall Canadian economy.

[Insert information describing your company in two to three sentences. Include the number of employees.] Open houses and tours like ours draw greater attention to the many career opportunities that exist within the manufacturing sphere and promote the needed awareness that leads students to a long-term career that offers competitive pay, security and growth.

We sincerely hope you will accept our invitation to participate. Our goal is to show modern manufacturing for what it is—a sleek, technology-driven industry that offers secure, good-paying jobs.

Please let me know at your earliest convenience if you will be able to accept our invitation by contacting me directly at [phone] or [email]. Thank you and I look forward to working with you in the future.

Sincerely,

[Name]

[Title]