Date

The Honorable (NAME)

United States (Senate/House of Representatives)

(Office Address)

Dear Senator/Congressman/Congresswoman,

At **[Organization Name**], we are dedicated to ensuring that the most vulnerable children and families have access to the high-quality early education, health care, and family support they need to thrive. Each year, we serve **[specific number]** children and their families, helping to create a strong foundation for lifelong success.

To share more about the impact of Head Start in your district/state, I, along with members of our team, will be visiting your **[DC office or state office in (City)]** on **[specific date].** We hope to share stories of the children and families we serve, highlight our program’s successes, and discuss how we can work together to ensure continued support for early childhood education.

We’d also love to invite you to visit our program in **[City/Region]** at a future date to see firsthand how Head Start is transforming lives in your community.

If there is anything specific, you’d like us to bring or discuss during our visit, please don’t hesitate to let us know. You can reach me directly at **[phone number] or [email address].**

Thank you for your leadership and commitment to supporting children and families in **[State/District].** We look forward to meeting with you and continuing to work together to build a brighter future for the children of **[State].**

Warm regards,  
[Your Full Name]  
[Your Title]  
[Your Organization]