Date

The Honorable (NAME)

United States (Senate/House of Representatives)

(Office Address)

ATTN: Scheduler

Dear Senator/Congressman/Congresswoman,

On behalf of all of us at the [Your Center] Head Start Center, I am writing to invite you to visit our Head Start program in [City/Town] this [Month/Week]. During your visit to our center, you will have the chance to read to children in the classroom, talk with staff, and learn more about how Head Start in [City/Town] serves our community’s most vulnerable children and families.

As you may know, Head Start is the only coordinated preschool system in the country that serves three- and four-year-old children. In our community, **[Your Center]** is modeled to best meet the needs of our children and families, and families share in the decision making and governance to ensure its success. At **[Your Center],** we have the privilege of serving **[Number]** children and their families. We have been working for over **[Number]** years to provide quality early learning experiences for children and families, so they may flourish and become thriving members of o community.

Recognizing that parents are their child’s first and most influential teachers, we work with families to remove barriers and deepen their abilities to support their children in school and life. Research has shown that because of the services and resources we provide, parents of Head Start students are more likely to read with their children, increase their own education, and offer more stimulating home environments than non-Head Start parents. Children who participate in Head Start are less likely to need special education classes or repeat grades when they are older; they are more likely to graduate high school, attend college, and help their families escape the cycle of poverty.

We hope you can join us for a visit soon and look forward to hearing from you about next steps. Thank you in advance for considering our invitation and for all that you do on behalf of children and families in **[City/Town].**

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