

[Date]

[Insert Name]

[Company/Organization]

[Address]

[City/ZIP Code]

Dear [Representative/Senator] [Name],

The [name] school will be engaging our students with the “Building Tomorrow’s Leaders” program which emphasizes community engagement and leadership training. As a part of this program, our students will be learning about the legislative process and we would greatly appreciate your participation on **{Date}**.

We hope this program will provide a lasting impression on our region and its next generation of leaders. With your unique insight into the North Dakota Legislature and your role in public service, we believe our students could learn from your perspective. We would ask that you share with the students the process by which a bill becomes law, and then work with them as they conduct a mock legislative assembly.

We look forward to working with you to ensure that our students get the most out of this experience and hope you are able to join us in this endeavor. We ask that you please let us know by emailing **{contact information}** at your earliest convenience if you are able to attend.

Sincerely,