

Date

[Name of Staffer, if applicable]

The Honorable [first name, last name]

State of Colorado [House of Representatives or Senate]

Address

City/State/Zip

Dear Representative/Senator _____:

I am writing to invite you and/or members of your staff to visit [district trauma center] during an upcoming Legislative recess. I'd like for you to see first-hand how your constituents who are victims of violence, car crashes, falls and burns are served in our trauma center. And I'd also like to discuss how funding for trauma research supports the healthcare resources in [your state or district] and can save the lives of the people we care for.

Thank you in advance for your consideration of this request. Please contact me at [your email address] or [phone number] to schedule a visit. If I have contacted the wrong person in your office, please refer me to the appropriate staff person so that I may reach out to him or her directly.

Sincerely,

[Your name, institutional affiliation, and contact information with mailing address and email]