

[*Template: Grassroots organization invitation to a roundtable discussion with elected officials.*]

[*Date*]

[*Contact person*]

[*Organization*]

[*street address*]

[*city/state/zip*]

Dear [*title*] [*last name*]:

I am currently organizing a meeting between interested grassroots organizations, such as yours, and our US congressional representatives and/or their staff to see that our city's transit needs are met. As you are probably well aware [*insert current issues scheduled for discussion*]. Now is time for our organizations to make a collective attempt at getting our voice heard at the federal level, ensuring essential federal funding for [*your town*]'s mass transit projects.

We are planning a roundtable discussion, which will be held during the week of [*insert date*] in [*your town*]. The exact date and time will be confirmed when we hear back from all our representatives. To date, [*insert names of participating groups*] are on board for the discussion. We would love to see your participation as well. As a representative of a group of constituents who are interested in seeing the continuation and improvement of the city's public transportation investment, your presence will show our representatives how important transit is to their constituents.

[*insert background information on your organization*]

I hope your busy schedule will allow you to join us. I am available at [*insert phone number*] if you have any questions. Thank you for your consideration and I look forward to hearing from you.

Sincerely,

[*your name*]

[*your organization*]