[ *(enter today’s date)* ]

[ *(Representative first/last name or Senator first/last name ]*

[ *(local office address line 1)* ]

[ *(local office address line 2)* ]

RE: Invitation to visit [ *(your golf facility)* ]

Dear [ *(Rep. Last name or Sen. Last name)* ]

As the Golf Course Superintendent at [ *(name of your golf facility)* ], I write today to invite you to visit our golf facility at a time convenient to you and your local staff. In operation since [ *(year your facility opened)* ] and designed by famed golf course architect [ *(name, or some other interesting fact)* ], we proudly offer championship golf, tennis, swimming, and dining [ *(or other interesting fact)* ] for individuals and families in the [ *(your town)* ] area.

I respectfully request an hour of your time to introduce you to my staff and show you some of the unique features and offerings at our course. As a small business, many federal laws and regulations have a daily impact on our operations and we would like to give you a hands-on feel and look at what it takes to maintain a first-class golf facility. Our primary issues of concern revolve around water management, fertilizer and pesticide applications, and labor and workforce development. We also wish to share with you the positive economic and philanthropic impact the game of golf and our facility have on the local, state and national economies.

We appreciate the opportunity to be a resource in the golf industry for you, your staff, and your colleagues and sincerely thank you for considering a visit to [ *(your golf facility)* ]. In addition to hosting you at the course, I would love to attend any town hall, community coffee, or other events you may be having in the [ *(your town)* ] area in the near future.

Please feel free to contact me anytime at [ *(your cell number)* ] or [ *(your email address)* ] if you have further questions about visiting our golf facility.

Sincerely,

[ *(your first/last name)* ]

[ *(your title)* ]

[ *(your golf facility)* ]