Or School Letterhead

[Date]

The Honorable [Member of Congress’ First and Last Name – or other local politician.

[U.S. House of Representatives OR U.S. Senate]

ATTN: [Scheduler Name obtained by calling the Congressional Office]

[Mailing address obtained through the CongressMerge website]

[FAX Number or Email address depending on how you are sending the invitation]

Dear [Representative or Senator] [Member’s Last Name]:

The [Name of School] is pleased to invite you to a special Math Awareness Month – The Sustainability of Mathematics event. As part of the MAM Sustainability Counts! National Initiative our teachers and students will be learning about how to conserve energy and then will take measures to save energy in our school. It is important for our students to know about the serious challenges that our world is facing and how through both using mathematics and taking actions based on what they learn, they can be part of the solution to some of those challenges.

On [Date and time of event] our students and staff will be participating in the **MAM Sustainability Counts! Energy Challenge.** Students will be taking an audit of our school’s energy use and will then convert the data that they collect into an energy use chart. They will use this information to determine a plan of action that will both save energy and money for the school and school district. We invite you to attend the event so that you can see first hand how your constituents are making the world a better place. We would be honored if you would agree to spend [amount of time] [activities such as touring the school, speaking to the student body, honoring the students, etc.]. As we are part of the larger community, we will be inviting other community leaders [Identify community leaders and organizations they represent]. If you plan to attend, we would gladly work with your press secretary to invite media to cover this exciting event.

Thank you for considering this request. It would be very meaningful for our students to have a local representative recognize their efforts to create more sustainable practices in our school and community. You or your staff member can contact [name of contact] at [phone and email] to respond to this invitation.

Sincerely,

[Your Name, Title]

[Organization]

cc: [Names of Community Leaders invited to event]