

## Sample Invitation Letter/Email

[Insert Name]

[Insert House of Worship]

[Insert street Address]

[Insert City, State, Zip]

[Insert Date]

The Honorable (insert name)

For a listing of salutations, go to:

<http://www.usgs.gov/usgs-manual/handbook/hb/431-2-h/chap4.html>

Dear [Insert Name]:

I would like to extend an invitation to you to visit XX. XX is a congregation in your district with # members and we would like to share with you how we are saving energy (...involved in environmental stewardship/addressing climate change, etc.).

During the visit, you will have the opportunity to tour our house of worship facility, meet with our members and learn what issues matter to them. *I am confident that by seeing our congregation's ministry in environmental stewardship, you will understand the important role you can play in helping us care for creation and future generations.*

I hope that you will be able to accept our invitation to participate. I will call your office regarding the details of this visit. Thank you for your consideration.

Sincerely,

[Insert Your Name]

[Insert Your Position]

[Insert Your House of Worship's Name]

## Sample Press Release

FOR IMMEDIATE RELEASE

Insert Date

Contact: Name, Phone, E-mail

### **Representative XX Learns about Environmental Stewardship at XX House of Worship**

(Location) – *Congresswoman XX (XOH)* toured XX today to see how XX House of Worship is involved in environmental stewardship (energy efficiency, renewable energy, sustainability). During the visit, *Congressman XX* met with members to discuss issues about the environment.

"XX's visit was a great way to share our congregation's work to address the environmental issues of our day," *The Rev. XX*, Clergy at House of Worship, said.

For more information, please visit XX House of Worship's website at [www.xx.org](http://www.xx.org).

