Sample Invitation Letter

[Date]

The Honorable [Member of Congress' First and Last Name]
[U.S. House of Representatives OR U.S. Senate]
ATTN: [Name of Scheduler]
[Mailing Address]
[Fax Number or Email Address – depending on how you are sending the request]

Dear [Representative of Senator] [Member of Congress' Last Name]:

I would like to invite you as a key presenter to the [name of court] [name of event]. The [graduation/event] will take place at [location] on [date] from [time] to [time]. We anticipate [# of participants graduating or # of Veterans Treatment Court participants in attendance] and [# of overall attendees] to attend the event. We have also invited local elected officials [insert names if confirmed] and local media to cover this important event.

Veterans Treatment Courts serve veterans struggling with addiction, serious mental illness and/or co-occurring disorders. They promote sobriety, recovery and stability through a coordinated response that involves collaboration with the traditional partners found in Drug Courts and Mental Health Courts and the addition of the U.S. Department of Veterans Affairs health care networks, the Veterans Benefits Administration, State Departments of Veterans Affairs, Veterans Service Organizations and volunteer veteran mentors.

Veterans Treatment Courts evolved out of the growing need for a treatment court model designed to maximize efficiency and economize resources while making use of the distinct military culture consistent among veterans. By grouping justice-involved veterans into a specific court docket, Veterans Treatment Courts expedite access to veteran-specific resources, including benefits and treatment, earned through military service. Veterans Treatment Courts build upon the camaraderie and imitable bond unique to veterans by allowing participants to go through the treatment court process with people who are similarly situated and have common past experiences.

Thank you for your interest and consideration of this invitation. If you have any questions, please contact me at [phone number and email address].

Sincerely,