Representative/Senator,

My name is NAME and I am the Executive Director at FACILITY NAME, which is a skilled nursing and rehabilitation facility/assisted living community located within your district. I would like to invite you to visit our facility at a date convenient for you. This would give guests within our facility the opportunity to meet their legislator and to share with you what we do and who we serve.

In addition, we would also like the opportunity to discuss with you the significant policy issues facing the profession and how they would impact our staff and our ability to provide care to our residents.

If this is a possibility, I can be reached by phone at PHONE NUMBER or via email at EMAIL.

Thank you for your consideration and I look forward to hearing from you soon.