

## Asphalt Plant/Project Tour Invitation Letter Template

[DATE]

Representative/Senator XXX

[INSERT ADDRESS]

Dear Representative/Senator [XXX]:

I would like to invite you and your staff to visit [INSERT NAME OF COMPANY] in [CITY] on [INSERT DATE]. *[Insert information about your company here – number of employees, number of plants or facilities, services provided, number of years in business, etc.]*

This plant tour is an informal opportunity for you to see our facility, meet our employees, and gain a better understanding of the contributions the asphalt industry makes to [YOUR STATE]'s [or the XXth Congressional district's] economy. We want to provide you with first-hand knowledge of our industry to help you in making fully informed decisions about funding for roads and bridges and the critical highway funding issues pending before the 116<sup>th</sup> Congress.

My staff and I are available to provide a tour and overview of the operation of an asphalt plant, as well as to discuss key issues affecting your constituents, our company, and the industry as a whole, anytime during your next Congressional recess. We expect the entire event to take no more than 90 minutes.

If your schedule allows, please have your scheduler contact me at [NUMBER] or [EMAIL ADDRESS]. I look forward to hearing from you, and thank you in advance for considering this request.

Sincerely,

NAME

TITLE/COMPANY

PHONE

FAX

EMAIL