# Sample TRIO Day Speaker Invitation Letter

# *Email using the* [*congressional*](file:///C%3A%5CUsers%5Cjonathan.elkin%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5C0VBAULY8%5CLook%20up%20whether%20your%20Members%20of%20Congress%20signed%20onto%20the%20annual%20TRIO%20funding%20letter%20here)[*contact*](https://docs.google.com/spreadsheets/d/1JxIK88A5UdRfsVToksn0BFMMO_2tWwPv/edit?usp=sharing&ouid=114450400512189383995&rtpof=true&sd=true) *information spreadsheet.*

[DATE]

[NAME] [TITLE] [ADDRESS]

[CITY, STATE, ZIP CODE]

Dear [ELECTED OFFICIAL]:

I hope you are well. On behalf of [# OF TRIO STUDENTS] in [INSTITUTION]’s [TRIO PROGRAM], it is my pleasure to invite you to speak to or visit our TRIO program at the [NAME OF EVENT] TRIO Day, which will take place in February. We are in the planning process and would like to confirm a date that works with your schedule during the upcoming state work period (The House will be home February 8-12 and February 19-27. The Senate will be home February 12-23.)

Our students greatly admire your work for our community in [LOCATION]. They would be honored to have you join us in commemorating the importance of educational opportunity by giving back to our communities on this important day. A total of [# OF PARTICIPANTS] constituents are expected to attend.

As the official National Day of Service for the Federal TRIO Programs, TRIO Day is an opportunity to focus on increased investment in first-generation, low-income students. Enacted by a Congressional Resolution in 1986, National TRIO Day calls citizens from all walks of life to unite to promote educational access and success in communities where TRIO Programs continue to create change. By providing students, professionals, alumni, and affiliates the chance to contribute through community service, TRIO Day celebrates the lives transformed by college access and success. We would be honored to have you join us to speak about civic engagement, community service, and our role as constituents in our neighborhoods and society.

In [CITY, STATE], TRIO programs have succeeded in graduating [# GRADUATES IN YOUR AREA TO DATE]. However, the problem of educational inequity remains. Our country faces a wider gap in educational attainment every day and a growing need for an educated workforce to remain globally competitive. We hope you can join us on this momentous occasion to commemorate the service of the TRIO Programs in [LOCATION].

The TRIO community is grateful for your continued support of educational opportunities. If your office has any questions or concerns, please do not hesitate to contact [POINT OF CONTACT NAME, EMAIL, and PHONE].

Sincerely,

[NAME]

[TITLE, TRIO PROGRAM] [INSTITUTION]