

ADVOCACY

Invitation Email Template

Template Email – Invitation

Utilize the sample email invitation below to send to your elected officials.

Email Subject Line: Celebrate Provider Appreciation Day with us!

Dear [State Representative/State Senator/Mayor/Dr./Honorable/Councilmember Last Name]:

We are delighted to invite you to an event celebrating Provider Appreciation Day (PAD) on May XX, 2024, at TIME at LOCATION. PAD is a special day in the year to recognize the tireless efforts of providers who care for children.

This celebration will honor the work of early care educators from our community, and we would love it if you could join us in the festivities to commemorate them. We expect (fill in who is likely to attend here, e.g., “child care providers from across the county” or “our partners at ...”) to also join the celebration.

Please do let us know if you need any additional information about the event. If you are not able to attend, we would be happy to provide you with resources to learn more about PAD and the state of child care in our community. We would love to stay in touch with you and your office in the future.

We look forward to your attendance at our Provider Appreciation Day celebration and your engagement in our exciting work on behalf of our community’s children, families, and educators.

Sincerely,

Name

Title

Organization

Work Contact information

For any questions, please contact takeaction@usa.childcareaware.org.