[insert date]

The Honorable [insert Member of Congress]

[insert office number and office building] House Office Building

U.S. House of Representatives

Washington, DC 20515

Dear Congress(wo)man [insert last name],

The [insert the name of your organization] would like to invite you to the Congressional Life Science Fair on July 19, 2023, from 5pm-7pm. We would be honored if you would attend.

The Congressional Life Science Fair will be held in the Rayburn House Office Building, Room 2044 and 2045. The Fair will give you an opportunity to engage with the scientists from your state, who are funded primarily from support by the National Institutes of Health.

Scientists from all over the country will showcase their work and attendees will have the opportunity to engage in hands-on activities that will bridge the gap between science and the society it serves. Some of the organizations that will be showcasing their science include FILL IN YOUR GROUP, the American Society for Cell Biology, the University of California, San Francisco, and the Society for Neuroscience.

We hope you will be able to join us as we celebrate the life sciences – the fundamental understanding of human health.

Thank you for considering this request. We hope your schedule permits you to attend. To confirm your attendance or to obtain additional information please contact, [insert organization’s contact]

Sincerely