

Template letter requesting Donuts with Your Delegation Meeting

DATE

The Honorable
State House
Boston, MA 02133

Dear Representative:

The [*YOUR CDC'S NAME*] would like to invite you, along with all the legislators from our district, to join our board, community and staff members for breakfast on [*DATE OF MEETING AND LOCATION*] to discuss the important work [*your CDC's name here*] is doing in our community and to discuss ways we can work together.

We think that this will be an excellent opportunity for you to meet with your constituents. It will give you a chance to become familiar with our organization and all of our goals and initiatives, as well as our upcoming agenda, in which we hope that you can be involved. We are also very excited to share with you all of our recent accomplishments.

We are a member of the Massachusetts Association of Community Development Corporations (MACDC), a state wide membership association of more than 80 community development corporations (CDCs) and non-profit organizations. As an MACDC member we are advocating for *The Campaign for Our Neighborhoods*, an innovative set of state initiatives that will transform local communities and families by building new homes, protecting existing ones, strengthening small businesses, and promoting public/private partnerships that enhance the quality of life in local communities across the state. We are eager to discuss the campaign with you.

On behalf of all of [*YOUR CDC'S NAME*] members, we look forward to seeing you on [*DATE OF MEETING*]. We respectfully ask that you confirm your attendance at this meeting by [*DATE TWO WEEKS BEFORE MEETING*].

Sincerely,

Executive Director

Board Chair

