

## Invitation Letter: Additional Ideas

### Addresses

For assistance in locating names and addresses of local senators and representatives, the following State of Michigan websites will be helpful:

- [www.house.michigan.gov](http://www.house.michigan.gov)
- [www.senate.michigan.gov](http://www.senate.michigan.gov)

The Michigan Fitness Foundation will supply a list to all senators and representatives of the schools in their district participating in ACES and Bike to School Day.

### Salutation

STATE SENATOR: The Honorable *(name)*  
Michigan State Senate  
P.O. Box 30056  
Lansing, MI 48909

STATE REP: The Honorable *(name)*  
Michigan House of  
Representatives  
P.O. Box 30014  
Lansing, MI 48909

Dear Senator *(name)*,

Dear Representative *(name)*,

JUDGE: The Honorable *(name)*  
Judge of the *(court name)*  
Address  
City, State, Zip

MAYOR: The Honorable *(name)*  
City of *(name)*  
Address  
City, State, Zip

Dear Judge *(name)*,

Dear Mayor *(name)*,

### The Message

The sample letter is provided to make your job easier, but you may have several things to add. If you have plans organized, it's easier to state exactly how you would like this person to help, rather than give the list of possibilities. Also, give them a date by which they should respond.