

# Candidates' Night — Sample candidate invitation letter

Date

The Honorable \_\_\_\_\_  
The Ohio House of Representatives/The Ohio Senate  
Statehouse  
Columbus, OH 43215

Re: Candidate Forum

Dear Representative/Senator:

As the \_\_\_\_\_ Board of Education, we would like to invite you to our Candidate Forum on **DATE, TIME** and **PLACE**.

The biographical information sheet enclosed should be completed and returned to the address below by DATE. We've also enclosed a meeting agenda and a list of questions that represent the issues school districts face with the current state of education. We hope that you can participate, but we do permit representatives and/or statements to be read. It is important for our constituents to know how you feel about public education and your plans if elected.

Please RSVP to \_\_\_\_\_ by **(date)**. I hope you will be able to attend and if you should have any questions, please do not hesitate to contact me.

Sincerely,

**NAME**

Enclosures

