[SCHOOL LETTERHEAD]

**[DATE]**

The Honorable [**Name of Legislator]**

**[Senator or Representative]**

**[#]** District

**[Local District Office Address]**

Dear **[Senator or Representative]** + [**Name of Legislator]**:

As **[Job Position (Example-principal)]** of **[School Name (City, IL)]**, I am honored to invite you to participate in the Illinois Principals Association “Principal for a Day” program. This program will take place at **[SCHOOL NAME]** on **[DATE]** at **[TIME]**. We hope that you will be available to spend an entire day visiting, but we can accommodate a shortened visit.

The IPA “Principal for a Day” program is a statewide initiative to provide elected officials with an opportunity to observe, interact, and serve as an administrator in schools within their district. This activity is designed to promote continued collaboration among legislators, administrators, staff, parents, and students in refining the direction of education. If you are able to participate, the community and the media will be informed of your participation and every effort will be invested to make your visit a memorable experience.

Please contact me at **[Email Address / Phone Number]** to share your availability and/or to receive more information. If you consent to serve as “Principal for a Day,” a schedule of events will be issued to you prior to your arrival at the school.

Thank you for your consideration!

Sincerely,

**[NAME]**

**[JOB POSITION]**

**[SCHOOL NAME]**