

Sample Invitation

To: [Senator/Representative/Governor/Mayor]

Attn: [Scheduler]

CC: [Judiciary legislative assistant/staff member]

From: [Judge name, city, state]

Subject: Visit with Constituents

Date: [Current date]

Dear [Senator/Representative/Governor/Mayor] [last name]:

As the presiding judge of the [treatment court], it is my honor to invite you to deliver the keynote address during a special ceremony honoring our most recent program graduates on [date] at [time] at [location].

Your support for drug court is critical to giving our participants an opportunity to address their substance use disorder and become productive citizens. [We would like to honor your support and show our gratitude for your commitment to drug court by presenting you with the {title} award during the event.] The media will be invited, and we would be happy to coordinate with your communications staff to prepare for media coverage.

Our drug court is one of more than 4,000 nationwide annually serving 150,000 people. Drug courts are now the most successful justice program for reducing addiction, crime, and recidivism while saving taxpayer dollars. Because of the combination of accountability and treatment our graduates received in drug court, they are going back to school, reuniting with their families, finding employment, and paying taxes. They want to thank you for your continued support of drug court—support that will help future graduates receive the same opportunity.

[Add basic information/statistics on your program.] As our [Senator/Representative/Governor/Mayor etc.] for [location], it would be an honor to have you give remarks. Thank you for your service to our community and for your consideration of this request. If you have any questions, or to confirm the event details, please contact [me or other staff member] at [phone number] or [email address].

Sincerely,

[Judge name]

[Judge title]