

The Honorable (full name)

(Room #) (Name) House Office Building

United States House of Representatives

Washington, DC 20515

Dear Honorable (Last Name),

On behalf of the Arthritis Foundation, I would like to invite you and your staff to join us for the Jingle Bell Run / Walk. This event draws hundreds of local residents and will be held on (date), at (location) and the event will start promptly at (time). Should you be able to attend we would like you to deliver a few remarks. I hope that you will be able to join us.

The Jingle Bell Run / Walk is a nationwide 5K race that raises funds to fight arthritis, the leading cause of disability in the United States. We are asking each participant to commit to the 5K or take more than 910,000,000 steps. Every step counts and every dollar matters! As you know, there are more xxxxx adults and xxxx children afflicted with some form of arthritis in our state.

The Arthritis Foundation (www.arthritis.org) leads the way in helping people with arthritis live better today and create better tomorrows through new treatments, better access and, ultimately, cures. We do this by:

- Funding life-changing research that has restored mobility in patients for more than six decades
- Fighting for health care policies that improve the lives of the millions of Americans with arthritis
- Partnering with families to provide empowering programs and information

Last year the Arthritis Foundation touched the lives of 16 million people with arthritis. Together with our 70,000 advocates we help people with arthritis live better today while searching for cures tomorrow.

Thank you for considering our request. If you should have any questions or concerns do not hesitate to contact (name of walk coordinator), (name of city) Walk Coordinator at (add phone number). We look forward to working with you and your office. Hope to see you (add date)!

Thank you,

[your name]

[your address]

[your phone and email]