NOTE: WE ALWAYS REACH OUT TO THE OFFICE/STAFF OF THE CONGRESSIONAL REPRESENTATIVES WITH PHONE CALLS AND EMAIL BEFORE SETTING THE DATES FOR GROUNDBREAKINGS AND RIBBON CUTTINGS SO THAT WE CAN ACCOMMODATE THE SCHEDULES OF SENATORS AND REPRESENTATIVES *BEFORE* PLANNING THE EVENT; THEN WE FOLLOW UP WITH LETTER.

Date

The Honorable {personalize}

Address

Washington, DC

Dear {personalize}:

The Michaels Development Company is pleased to invite you to attend a Groundbreaking Ceremony scheduled for {date and time} to celebrate the start of {name of development}, a new {one sentence description of the development} in your {district/state}. Your support for affordable housing programs has been invaluable to our efforts to make this development a reality, and we would be most pleased to have your join us for this celebration and to address your constituents during the ceremony.

Michaels Development is proud to serve as the master developer of this unique community, which will bring {x# units) of affordable housing in your state, while contributing to the local economic development of this area through the creation of jobs during and after the construction process. The development is being financed primarily through low income housing tax credits.

As you know, the Low Income Housing Tax Credit Program is one of the most successful private-public partnerships ever enacted by Congress and has been the primary catalyst for the production of affordable housing for more than two decades. We continue to be grateful for the wide bi-partisan support this program enjoys on Capitol Hill.

Again, thank you for your support of the Michaels Development Company and the development of sustainable, attractive, quality housing affordable to people of all income levels in your {congressional district or state } and throughout the country. We look forward to your participation in the Groundbreaking Ceremony.

Best Regards,