**Date**

The Honorable **(Full Name)**

**Mayor/City Council (City)**

**Address**

**City, State, Zip Code**

Dear Mayor/City Council **(Last Name)**:

On behalf of the American Federation of Government Employees (AFGE), AFL-CIO, which represents nearly 700,000 federal and District of Columbia government employees, I write to you as the **(Local Title or Representative)** of AFGE Local **(####)** at the **(Full name of Facility and Agency)** whose employees serve the American people in **(City, State)**, to invite you to be our guest as part of **AFGE’s Federal and DC Government Employee Appreciation Week**, March 18-22, 2019. Our facility is located at **(Full address)**.

To participate in AFGE’s Federal and DC Government Employees Appreciation Week, please contact our agency and request time for you and/or your staff to visit and talk with the dedicated employees about the great work they perform every day and what may be needed to better serve the constituents of your **(city)**. We at AFGE Local **(####)** can assist with your request. Please feel free to contact **(LP Full Name or other Local Rep)** at **(Local Phone #)** or email at **(Local email address)**.

Thank you for your consideration and all the work you do on behalf of federal and D.C. government workers. Our employees and AFGE members look forward to you joining us as we celebrate government workers and all that they do.

Sincerely,

**(Name)**

Local President **(officer title)**

AFGE Local **(####)**