

[Enter your address]
[Date]
[Name of local politician]
[Address]

HARVARD
ALUMNI ASSOCIATION



**Invitation to the 6th Annual Global Month of Service in [location]
on [date]**

Dear [name of politician],

I am writing to you as [one of your constituents / this event's organizer], and I would like to invite you to participate in a global event connecting Harvard alumni with their local communities through public service. Global Month of Service, now in its 6th year, will take place [at insert your location] on April X, 2014. This particular event is organized by [insert your organizer name if wished].

As you may know, Harvard University has a long tradition of public service. The University's founders believed that the arc of education moves from self-development to public action. Harvard's fundamental purpose is to develop talent in service of a better world, and this commitment is at the heart of all that we do. Our alumni [Club/SIG] has elected to participate in Global Month of Service by [insert description of particular GMOS event].

The Global Month of Service event will take place at [time and place] and we would be delighted if you joined us. You can find more information about this worldwide event at <http://alumni.harvard.edu/events/global-month-service>, or contact us at [telephone and email address]. We would look forward to the opportunity to discuss this service event and share ideas on your further involvement.

Sincerely,

[Your name]
[Harvard Club/SIG name] [location]
[Insert your contact telephone number]
[Insert your contact email]