[DATE]

[Mr. / Mrs. Name], MP

House of Commons

Ottawa, ON K1A 0A9

Dear [Mr. / Mrs. Name],

Please join us for a facility tour at [insert company name and location]. As a member of Fertilizer Canada, we encourage every Member of Parliament to visit our facility to see first-hand how the fertilizer industry helps provide the food, fuel and fibre to feed the world.

[Insert information describing your company in two to three sentences. Include the number of employees.]

This tour is an opportunity for you to experience our facility and have an open dialogue with our employees. The format usually consists of a tour, brief refreshments, open discussion (including a question and comment period) and a photo opportunity. We expect the entire event to take no more than [60 minutes]. I would like to suggest the following dates:

[Insert Day, Month, Date—suggested time frame]

[Insert Day, Month, Date—suggested time frame]

Please let us know at your convenience if you will be able to attend, and do not hesitate to contact me if you have any questions. I can be reached by telephone at [PHONE NUMBER] or via email at [E-MAIL].

Regards,