

Sample Invitation Letter

Your Name

Hospital Name

Address

City, State, Zip

Date

Legislator Name

Address

City, State, Zip

Send the invitation to the legislator's Washington, DC or state capitol and their local district office.

Dear (*Legislator Name*)

I would like to invite you and your staff to participate in a tour of the pharmacy services at Your Hospital Name on March 10, 2010, during National Patient Safety Awareness Week.

State purpose for letter and give specific date for tour.

Identify yourself as a constituent.

As a constituent and a pharmacist, it's important to me that my neighbors and my patients are able to receive safe and effective care at the hospitals in our community. A tour of our facility would highlight for you the ways that pharmacists who practice in hospitals and health systems help to improve patient outcomes and reduce costs.

Pharmacist services in hospitals and health systems are more clinically focused than those generally found at a local drug or grocery store. The patients that I see are often very sick and require complex medication therapy. I work closely with doctors and nurses to ensure that patients receive the safest, most effective medicines to treat their conditions.

Give background on the role of pharmacists. Describe specific services offered at your practice site.

Pharmacists in hospitals also are increasingly taking on more direct patient care responsibilities, like monitoring patient responses to their medicines, preventing undesired drug interactions, and ensuring that patients taking multiple medications do not receive overlapping, duplicative, or contraindicated therapies.

Offer to serve as a resource on health care issues.

I would welcome the opportunity to begin an ongoing dialogue with your office about health care and medication-use issues with this tour. I will follow up with your office to discuss the details of arranging the tour.

Thank you for your consideration.

Sincerely,

Your Name

Title,

Hospital Name

City, State