On company stationery

SAMPLE LETTER FOR KCMA MEMBERS TO SEND TO CONGRESSIONAL DELEGATION TO HOST FACILITY TOURS

The Honorable (Name of Member of Congress)U.S. House of Representatives or United States SenateWashington, D.C. (Zip Code: Senate: 20510, House: 20515) Dear (Name of Member of Congress),I am writing on behalf of (list company name and location (city/state) to extend an invitation to you and your staff to visit [Insert Tour Site]. Our company is a member of the Kitchen Cabinet Manufacturers Association (KCMA) which represents 300 companies located throughout the United States and Canada.

I know that our company leaders and employees would welcome the opportunity to host you at our facility on a date of your choosing. These tours provide an “up close” look at the manufacturing process involved in making quality kitchen cabinets for our customers located across the country. Our (list number of employees) employees take pride in what they do every day. In addition to good wage jobs our company is an important contributor to the state and local economy.

I understand that Congress will adjourn this summer for an extended recess work period and again prior to the election, and hope that we can host you at our facility during one of those recesses. I would be happy to speak with your scheduling team to discuss this invitation and explore dates and times for this visit. Our company and the industry have been a consistent leader in advancing U.S. manufacturing and creating jobs for thousands of workers. The industry is innovative, competitive and has made substantial investments at facilities in recent years. Opportunities for expanded growth also rely on a level playing field and our industry knows from firsthand experience how unfair trade practices have impacted the industry. Our company has used the trade tools available to challenge these practices and while we did receive relief, we remain concerned that global competitors will continue to engage in unfair trade practices to gain a larger share of the U.S. market. That is precisely why our company and others are engaged in discussions with the U.S. trade agencies and Congress to ensure our industry can continue to compete.

I believe a tour of our company’s facilities will help demonstrate the valuable role that businesses like ours play in the nation’s manufacturing sector. Allow me to thank you in advance for your review of this request. I look forward to your response.

Sincerely,Your NameTitle, company