**Tour Invitation Template**

*\* Note to user:*

*- To be sent to an elected official or their scheduler*

Dear [Representative/Elected Official or scheduler name],

Local 911 services meet the needs of your constituents 24 hours a day, 7 days a week. They play a critical role in ensuring that first responders and emergency medical services are there to help your constituents when they need it most.

I invite you to learn more about the daily challenges and amazing successes of your local 911 systems by scheduling a tour of a 911 call center in your home district. During the visit, we will demonstrate current technology used to process 911 calls, the public safety needs unique to [town/city] and the duties call-takers and dispatchers perform throughout a shift.

1. **It’s Easy to Schedule and Visit** – I am available to help schedule a tour during your next home visit and will provide a sample letter to send to your local call center. [I or the selected call center or public safety answering point (PSAP)] will coordinate participation with other first responders and local media to ensure a successful and meaningful visit.
2. **911 is Important to Your Constituents** – As consumer technologies and the 911 landscape evolve, constituents need leaders who are informed about the capabilities and limitations of the local emergency communication system.
3. **It Shows Support for First Responders** – Honoring 911, often called “the first, first responder” and learning how you can support the improvement of the emergency communication system can help the entire first responder community, including fire, EMS and law enforcement.
4. **It Highlights Your Commitment to Improving Community Safety** – Understanding and promoting the challenges of emergency communication, both within the governing body you serve and your local media, reinforces your commitment to the safety of your constituents.

Please feel free to contact me at [phone number] to discuss dates that might work for [your or name of official’s] schedule.

Thank you very much for your consideration.

Sincerely,

[Name, title and location]