**Tour Request Template**

*\* Note to user:*

*- Sample letter or email to be sent from an elected official’s office to a state 911 administrator*

Dear [Name],

[Representative/Elected Official Name] would like to learn more about 911 services firsthand. [He/She] would like to request a tour of a 911 call center in [county/ city] to better understand the day-to-day role of 911 services in the community.

Would you be willing to help coordinate a tour with a local public safety answering point, or be available to introduce our scheduler to the leadership of an appropriate call center?

We would like to schedule a tour for [insert general desired timeframe], if that will be convenient for all involved.

Thank you for your time,

[Representative/Elected Official Point of Contact Name].