PERSONALIZE THE LETTER TO FIT YOUR NEEDS

SAMPLE

**Congressional Meeting Request Letter**

Date

The Honorable \_\_\_\_\_\_\_\_\_\_\_

United States House of Representatives or Senate

Address

Washington, DC Zip Code

Dear Senator or Representative [Last Name]:

As one of 35,000 members of the National Council of Teachers of English (NCTE) and as one of your constituents, I write to request a meeting with you on [date and time] to discuss the importance of literacy education and [list one or two current issues from NCTE legislative platform].

I will contact your office within a few days to arrange a convenient time to meet with you on the [reiterate date]. I look forward to chatting with you or a member of your staff.

Sincerely,

Your name

Your phone number

Your email address