



SAMPLE MEETING REQUEST

IMPORTANT NOTES: When sending this letter to the scheduler, we recommend pasting the text into an email. You may also want to create a PDF as an attachment. If you include letterhead, you should be cautious about using your school or agency's official letterhead, particularly if you have any restrictions on lobbying or receive federal funding. Instead, use a personal letterhead or the letterhead of your state association or other similar organization.

Dear (name of scheduler),

As a constituent and a member of the Association for Career and Technical Education (ACTE), I am writing to request an in-person meeting with (name of Senator or Representative), or your education staff, on (insert date(s) you would like to meet), to discuss career and technical education (CTE) as a part of ACTE's annual National Policy Seminar.

ACTE is the nation's largest not-for-profit association committed to the advancement of education that prepares youth and adults for successful careers. We represent the entire community of CTE professionals, including educators, administrators, researchers, career development professionals and others at all levels of education, and strive to empower our community to deliver high-quality CTE programs that ensure all students are equitably positioned for career success.

I am a (position) at (name and location of school or agency), and I would welcome the opportunity to meet with (name of Senator or Representative) to discuss the importance of CTE to the nation's economy, especially given the country's current education, economic and workforce challenges.

I am available on (restate the date you would like to meet) and would like to schedule a meeting when it is convenient to the (Congressman/Senator). Please contact me at (insert your phone number and email address) to confirm an appointment, or if you have any additional questions regarding the request. Thank you and I look forward to connecting.

Sincerely,
Your Name