ISN SAMPLE Meeting Request Letter

The following letter can be used to request a meeting for Ignatian Family Advocacy Day following the 2015 Ignatian Family Teach-In for Justice. You may alter the letter to apply to any meeting request.

INSTITUTIONAL LETTERHEAD

This letter should be FAXED to the ATTENTION of the OFFICE SCHEDULER

You can call the main number for the office and ask for the scheduler’s name and fax number.

**[Institutional Letterhead Logo]**

**[Date]**

The Honorable **[Representative’s/Senator’s full name]**

U.S. House of Representatives/U.S. Senate

Washington, D.C., 20515/20510

ATTN: **[Name of the scheduler (if you have it)]**

Representative/Senator \_\_\_\_\_\_\_\_\_\_\_:

During the weekend of November 7-8, students from **[Institution name]** will visit Washington, D.C., to participate in a social justice conference. As a part of our time in Washington, our group will be visiting Capitol Hill to meet with elected officials and discuss **[# of issues you wish to discuss]** issues important to Jesuit institutions:

**•Comprehensive Immigration Reform [or Issue #1]**

**•U.S. Policy Toward Central America [or Issue #2]**

I would like to request a meeting for our **[Institution name]** delegation to meet with you or a member of your staff to discuss these issues. The timeframe that is most desirable for our group is from **[Beginning time]** to **[Ending time]** on **[Date]**.

I can be reached via the following contact information:

Office Phone #:

E-mail:

Cell Phone #:

I look forward to hearing from you!

Sincerely,

**[Your name]**

**[Title]**

**[Institution]**