

SAMPLE MEETING REQUEST LETTER

[DATE]
[NAME OF SCHEDULER], Scheduler
Office of the Honorable [REPRESENTATIVE OR SENATOR]
[ADDRESS]

Dear [NAME OF SCHEDULER]:

[REPRESENTATIVE OR SENATOR NAME] represents numerous TRIO programs in [STATE/DISTRICT] that have helped hundreds of low-income and first-generation college students matriculate and succeed in institutions of higher education. These programs have resulted in thousands of success stories, and in order to maintain this flourishing momentum, we need to secure a solid foundation of support from [REPRESENTATIVE OR SENATOR NAME].

I would like to request a meeting with [REPRESENTATIVE OR SENATOR NAME] and/or the appropriate staff person to discuss issues pertaining to the continuance and improvement of TRIO programs within [DISTRICT/STATE]. I expect to be joined in this meeting by several other constituents of [REPRESENTATIVE OR SENATOR NAME]. I will forward their names and titles to you before the meeting date.

I will call your office next week to follow-up and schedule an appointment with [REPRESENTATIVE OR SENATOR NAME] and/or the appropriate staff person. In the meantime, if I can provide any additional information or be of any further assistance, please do not hesitate to contact me.

Sincerely,

[Name]
[Institution]
[Contact Information]