

[DATE]

The Honorable [SENATOR OR REPRESENTATIVE NAME]

U.S. [SENATE] or [HOUSE OR REPRESENTATIVES]

[ADDRESS]

Attn: [SCHEDULER NAME]

Dear [SCHEDULER NAME]:

I am writing on behalf of [INSTITUTION NAME] to request a meeting with [REPRESENTATIVE OR SENATOR'S NAME] to share more about Alternative Certification for teachers in our state and the work we do in [PROGRAM NAME] program. Our nation is experiencing an educator shortage and a lack of educator diversity in the educator workforce and Alternative Certification programs that are job embedded successfully retain educators in the workforce. We would like to share more about the need for these programs with and we would like to setup a meeting to speak further with [REPRESENTATIVE OR SENATOR'S NAME]. We have a day on the hill on March 28th and would be available to meet anytime between 1PM-3:30PM.

Would you help us set up a time to meet with [REPRESENTATIVE OR SENATOR'S NAME]?

Thank you in advance for your assistance with this request.

Sincerely,

[NAME]

[CONTACT INFORMATION]

LIST ADDRESSES OF THOSE WHO SIGN LETTER