

**** SAMPLE MEETING REQUEST EMAIL ****

Addresses for Representatives can be found at www.house.gov and addresses for Senators can be found at www.senate.gov.

Re: Request for Meeting with Representative/Senator _____.

Date

The Honorable *(Name of Representative or Senator)*
United States Senate/House of Representatives
Address
Attention: Appointment Scheduler

Dear Representative/Senator _____:

As a constituent, federal employee, and member of the Federal Managers Association (FMA) Chapter _____ located in _____, I am writing to request an opportunity to meet with you or a member of your staff on [DATE]. I would sincerely appreciate this opportunity to discuss issues of critical concern to the Association, federal managers, and me.

FMA draws its members from more than 40 different departments and agencies across the country. We are a non-profit association whose mission is to promote excellence in public service through effective management, working closely with the Executive Branch and Congress to provide policy-makers with the benefit of our members' views and experiences. FMA has a strong history of providing expert testimony before Congress on a wide range of issues, and we serve on key Executive Branch councils and working groups charged with promoting an effective federal workforce. I would be happy to provide you with a copy of FMA's legislative agenda.

As managers and supervisors in the federal government, FMA members want to provide high-quality services to U.S. taxpayers in the most efficient manner possible. America deserves a first-class, sustainable civil service, and we look forward to continuing the Association's work with Members of Congress toward this end.

Thank you in advance for this opportunity to share FMA's views and opinions with you. I look forward to your reply. I can be reached at *(personal phone number/e-mail)*.

With kindest regards, I am

Sincerely yours,

Your name

Your personal contact information (including address and email)

Sample Letter Requesting Meeting With Board Member

Karin Nielsen-Saines



Sample Letter Requesting Meeting With Board Member:

The Top Books of the Year Sample Letter Requesting Meeting With Board Member The year 2023 has witnessed a noteworthy surge in literary brilliance, with numerous compelling novels captivating the hearts of readers worldwide. Lets delve into the realm of top-selling books, exploring the engaging narratives that have enthralled audiences this year. The Must-Read : Colleen Hoover's "It Ends with Us" This touching tale of love, loss, and resilience has gripped readers with its raw and emotional exploration of domestic abuse. Hoover masterfully weaves a story of hope and healing, reminding us that even in the darkest of times, the human spirit can prevail. Uncover the Best : Taylor Jenkins Reid's "The Seven Husbands of Evelyn Hugo" This intriguing historical fiction novel unravels the life of Evelyn Hugo, a Hollywood icon who defies expectations and societal norms to pursue her dreams. Reid's compelling storytelling and compelling characters transport readers to a bygone era, immersing them in a world of glamour, ambition, and self-discovery. Discover the Magic : Delia Owens' "Where the Crawdads Sing" This mesmerizing coming-of-age story follows Kya Clark, a young woman who grows up alone in the marshes of North Carolina. Owens weaves a tale of resilience, survival, and the transformative power of nature, entrancing readers with its evocative prose and mesmerizing setting. These popular novels represent just a fraction of the literary treasures that have emerged in 2023. Whether you seek tales of romance, adventure, or personal growth, the world of literature offers an abundance of compelling stories waiting to be discovered. The novel begins with Richard Pappen, a bright but troubled young man, arriving at Hampden College. Richard is immediately drawn to the group of students who call themselves the Classics Club. The club is led by Henry Winter, a brilliant and charismatic young man. Henry is obsessed with Greek mythology and philosophy, and he quickly draws Richard into his world. The other members of the Classics Club are equally as fascinating. Bunny Corcoran is a wealthy and spoiled young man who is always looking for a good time. Charles Tavis is a quiet and reserved young man who is deeply in love with Henry. Camilla Macaulay is a beautiful and intelligent young woman who is drawn to the power and danger of the Classics Club. The students are all deeply in love with Morrow, and they are willing to do anything to please him. Morrow is a complex and mysterious figure, and he seems to be manipulating the students for his own purposes. As the students become more involved with Morrow, they begin to commit increasingly dangerous acts. The Secret History is a brilliant and thrilling novel that will keep you guessing until the very end. The novel is a cautionary tale about the dangers of obsession and the power of evil.

https://crm.avenza.com/data/book-search/Documents/Sample_Sponsorship_Letter_Youth_Football.pdf

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