

**** 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

M Lipman



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web terms in this set 20 what are the 3 main functions of the digestive system 1 breaking down food into molecules the body can use 2 absorbing the molecules through blood to be carried throughout the body 3 eliminating waste from the body digestion the process by which your body breaks down food into small nutrient molecules

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web begins the process of chemical digestion saliva secreted by salivary glands aids the mechanical and chemical process of digestion saliva is about 99 water and not only moistens food but cleanses the mouth dissolves food chemicals so they can be tasted and contains enzymes that start the chemical breakdown of starchy foods

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web the process by which the body breaks down food into small nutrient molecules absorption the process by which nutrient molecules pass through the wall of the digestive system into the blood

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web jan 17 2023 this mechanical and chemical breakdown encompasses the process of digestion to recap these twin processes mechanical digestion larger pieces of food get broken down into smaller pieces while being prepared for chemical digestion this process starts in the mouth and continues into the stomach

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