

FICTIONAL EXAMPLE LETTER

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25 July 2022

The Honourable Ed Husic MP
Minister for Industry and Science
PO Box 6022
Canberra ACT 2600

Via email: e.husic.mp@aph.gov.au

Cc: chiefofstaff@aph.gov.au; techadviser@aph.gov.au

Dear Minister

I am writing to request a meeting with you to discuss an increase in Federal Government support of Australia's tech start-up industry. The meeting would be in your capacity as Minister for Industry and Science.

As you may be aware, GovConnex is an Australian-born tech startup revolutionising the way in which government relations teams engage with the government. GovConnex has empowered various Australian and international organisations to improve public policy outcomes.

We have developed a funding proposal alongside the Australian Tech Association for your government that would drastically improve the commercial success of Australian tech start-ups by providing \$15 million in grants to promising start-ups for the purposes of their expansion into international markets.

Last year you released a press release stating that *"Australia has one of the lowest startup rates in the world. After eight long years of failing to invest in innovation under the Morrison Government, Australia is already lagging the rest of the world when it comes to accelerating future industries."*

We believe this proposal would be of great benefit to the new Australian economy and would align perfectly with your campaign commitment to increase the support of Australian tech start-ups and accelerate future industries.

I am conscious of the many demands on your schedule – particularly given your Ministerial responsibilities and the many complexities involved with your first sitting weeks – so would be grateful if you had any availability to meet between 10 August and 10 October 2022.

In the meantime, if you have any questions in relation to GovConnex's proposal, please do not hesitate to contact me. Otherwise, Cameron Taylor on +61 499 999 999 or ctaylor@govconnex.com will be able to assist with scheduling.

I look forward to hearing from your office and meeting with you soon.

Yours sincerely



William Wright
Head of Insights

Sample Letter For Requesting Meeting To Minister

Loraine Sievers, Sam Daws



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