

Sample Meeting Request letter

Attn: (Name of Scheduler)

The Honorable (Name of Senator or Representative)
(Local Address)

Ms./Mr. (Name of Scheduler):

I am writing to request an appointment for myself and other constituents to meet with Senator/Representative (name) in (locality of office) to discuss the "Don't Ask, Don't Tell" law.

(Give a few dates and times when you are available to meet. Remember when proposing dates that members of Congress typically are in Washington Tuesday through Thursday. Congress takes breaks throughout the year to allow members to spend time with their constituents; these recess times are excellent for scheduling meetings.)

Our group will include the following individuals:

(List the names, titles, and addresses of each individual who will be joining you in the meeting.)

I look forward to hearing from you regarding when the Senator/Representative is available to meet. Please contact me (give contact info by which you are most easily reached).

Thank you,

(Your name, address, phone number, email)

Sample Meeting Request Letter

Bob Serling



Sample Meeting Request Letter:

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Appendix to the Journals of the House of Representatives of New Zealand New Zealand. Parliament. House of Representatives, 1917 *Navigating Special Education* Peggy Bud, Tamara Jacobson, 2024-06-01 This timely and innovative roadmap for parents educators and administrators highlights the importance of effective communication methodology appropriate correspondence and data collection recommendations Effective communication is often missing from the IEP team's conversation Navigating Special Education provides a foundation for building proactive positive partnerships that will lead to 21st century best practices for children The 5 C Model of Communication Conversation Collaboration Cooperation Compromise and Consensus presented in Navigating Special Education helps to forge trusted alliances between school districts and families Navigating Special Education draws upon the authors 60 plus years of combined experience by using Anecdotal evidence based real life scenarios Templates for letter writing and extensive data collection A user friendly appendix and glossary As stakeholders wouldn't you like to have successful meetings where everyone's voice is heard respected and understood After reading Navigating Special Education families educational professionals college students and special education organizations will be able to implement effective models of communication and build positive partnerships

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