**SAMPLE IN-PERSON MEETING REQUEST LETTER**

[INSERT DATE]

The Honorable [SENATOR OR REPRESENTATIVE NAME]

U.S. [SENATE] or [HOUSE OF REPRESENTATIVES] [ADDRESS]

Attn: [SCHEDULER NAME] and [EDUCATION LEGISLATIVE ASSISTANT NAME]

Dear [SENATOR OR REPRESENTATIVE NAME]:

My name is [NAME], and I am the [TITLE] for the [TRIO PROGRAM] at [INSTITUTION]. Over the years, we have had many students come through our program and go on to earn college degrees. I would very much like to invite [SENATOR/REPRESENTATIVE NAME] to visit our [TRIO PROGRAM] program at [INSTITUTION] sometime this summer so that you can meet our students and learn about the impact of this program on their lives.

Since [YEAR], we have been serving students through [TRIO PROGRAM] at [INSTITUTION], and we know our current students would be honored to meet you or a member of your staff.

Please let us know when you might be able to visit our students sometime this summer. They are on campus through [END DATE OF SUMMER PROGRAM]. We are happy to work with your staff to identify a time that would work best for your schedule. I appreciate your consideration of this request.

Sincerely,

[Name, National/Regional/State TRIO leadership title, Institution title, Institution, location]