**SCHOOL LETTERHEAD**

To: [DC HOUSE Scheduler]

CC: [Education Legislative Assistant]

RE: Scheduling Request – SCHOOL NAME Meeting

Dear (NAME), DC Office Scheduler,

I am writing to request a meeting with Representative (NAME) on April 12th. Leaders from our school will be in Washington DC to discuss ongoing activities on our campus and our legislative priorities for 2018. Our group would like to apprise the Congressman of our work on behalf of students, families and the community; your boss may be particularly interested in our efforts around (SPECIFIC EXAMPLE).

Representatives from the college would also like to specifically discuss our legislative and funding priorities for the upcoming fiscal year, including the reauthorization of the Higher Education Act. We thank Chairwoman Virginia Foxx for the work her committee has already done on the PROSPER Act (H.R. 4508) – we would like discuss the many parts of this legislation that we support and also suggest some modifications for improvement.

The following individuals are slated to attend the meeting:

*School attendees, including employers/partners/students/graduates, if applicable*

Our group is available during the following times:

* April 12th 9:00am - 12:00pm
* April 12th 1:00pm – 4:00pm

I can be reached at *phone number* or *email address*. Thank you for your consideration. I look forward to hearing from you.

Sincerely,