**SCHOOL LETTERHEAD**

To: [DC SENATE Scheduler]

CC: [Education Legislative Assistant]

RE: Scheduling Request – SCHOOL NAME Meeting

Dear (NAME), DC Office Scheduler,

I am writing to request a meeting with Senator (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 Senator 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 (HEA). We thank Chairman Lamar Alexander for the reauthorization work the HELP Committee has already completed and for his call for community input into the legislative process, and we thank Ranking Member Patty Murray for her concurrent request for student and school success stories and input into the reauthorization process. HEA reauthorization is one of our top priorities for this legislative session and we would like to provide the Senator with our input and advice.

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,