**Template Letter for Meeting Requests for Legislative Action Days Spring 2014**

\*\*\*IF SENDING A FAX PUT ON SCHOOL LETTERHEAD\*\*\*

Date

The Honorable <NAME OF REPRESENTATIVE OR SENATOR>

<Office number & building>

Washington, DC <Zip Code>

Dear <Senator, Representative X>

I am [YOUR NAME HERE], a XXX (masters/PhD/professional) student at XXX (school) in XXX (City, state- Indicate whether this is in their district or their state). I write on behalf of the Graduate Student Association at XXX to request a meeting with you on March 3, 2014 or March 4, 2014, to discuss the issues that graduate and professional students atXXX (Your school name) currently face and how you can help us to address them. This meeting will be part of the National Association of Graduate-Professional Students’ (NAGPS) Legislative Action Days in Washington D.C., in which we plan to participate.

The National Association of Graduate-Professional Students is a student run, non-profit organization dedicated to improving the quality of higher education and graduate and professional student life . Since its inception in 1987, NAGPS has represented the interests of graduate and professional students in public and private universities at the local, state, and national levels, making it the only organization of its kind in the nation. NAGPS represents over 600,000 graduate and professional students at 90 schools across 37 states and is the voice of graduate and professional education in the United States.

NAGPS hosts bi-annual Legislative Action Days on Capitol Hill to ensure that graduate and professional student issues and concerns are addressed at the national level. As previously indicated, the event will take place March 3-4, 2014. As such, we are requesting to meet with you or one of your staffers to discuss these specific issues:

* Higher Education Reauthorization Act
* Funding for higher education, STEM fields and research and development

We sincerely hope that you will be able to meet with us during our time in Washington. Should you be unable to meet with us, we would appreciate an opportunity to speak with a member of your staff. We look forward to your response.

Sincerely,