**\*\*\*Template Letter for Meeting Requests for Legislative Action Days Spring 2016\*\*\***

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

[Date]

The Honorable [NAME OF REPRESENTATIVE OR SENATOR]

[Office number & building]

Washington, DC 20510

Dear [Senator or Representative][Name

I am [YOUR NAME HERE], a XXX (masters/PhD/professional) student at [Your school name] in [City, state- Indicate whether this is in their district or their state]. I write on behalf of the [Your Graduate Student Association] at [Your school name] to request a meeting with you on March 14, 2016 or March 15, 2016, to discuss the issues that graduate and professional students at [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 more than 90 of our nation’s institutions 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 14-15, 2016. As such, we are requesting to meet with you or one of your staffers to discuss these specific issues:

* The graduate-professional student debt burden
* The Higher Education Act reauthorization
* Domestic renewal of F-type student visas
* Open Access to Federally Funded Research

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,

[Your name]

[Title]

[Contact Info]

\*\*\*Follow up if you haven’t heard from the office in a couple days\*\*\*