

HOUSE EMAIL REQUEST TEMPLATE

Dear [Scheduler's Name]:

I live in [city, state] and I am a proud member [add membership title if applicable] of our PTA in [town or Representative's district]. I will be attending National PTA's 2023 Legislative Conference the second week of March with a group of fellow PTA members from our community, and I was hoping we could find a time to virtually meet with Representative [last name] on Wednesday, March 8th to discuss the importance of strengthening family-school partnerships, supporting sensible solutions that keep students safe in their schools and community, ensuring all children have access to adequately funded public schools, and enhancing broadband access and digital infrastructure for children and families.

We would also like the opportunity to speak with your staff about our other priorities for this Congress to ensure the health and safety of every child.

We have availability between 9:00am and 4:30pm on March 8th to meet virtually and would greatly appreciate the opportunity to meet with Representative [last name] or legislative staff covering education, judiciary and civil rights, appropriations, health, or science and technology issues. There will be XX PTA members in our group, all of which are constituents of Representative [last name]. [if you have this information it, is very helpful for the office to know]

Thank you for considering my request for a meeting and I look forward to hearing from you soon. I can be reached at [email address] or [phone number].

Sincerely,

[Your name]
[Email address]
[Phone Number]
[Local PTA affiliation]
[Your city, state]

SENATE EMAIL REQUEST TEMPLATE

Dear [Scheduler's Name]:

I live in [city, state] and I am a proud member [add membership title if applicable] of our PTA in [town or Senator's district]. I will be attending National PTA's 2023 Legislative Conference the second week of March with a group of fellow PTA members from our community, and I was hoping we could find a time to virtually meet with Senator [last name] on Wednesday, March 8th to discuss the importance of strengthening family-school partnerships, supporting sensible solutions that keep students safe in their school and community, ensuring all children have access to adequately funded public schools, and enhancing broadband access and digital infrastructure for children and families.

We would also like the opportunity to speak with your staff about our other priorities for this Congress to ensure the health and safety of every child.

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Thank you for considering my request for a meeting and I look forward to hearing from you soon. I can be reached at [email address] or [phone number].

Sincerely,

[Your name]
[Email address]
[Phone Number]
[Local PTA affiliation]
[Your city, state]