[DATE]

The Honorable [NAME] [LAST NAME]

Representatives Home Office address (listed on representative/senator’s website)

City, State, Zip

**ATTN: Scheduler**

Dear Representative/Senator [LAST NAME]:

My name is [NAME], and I am a teacher in your district. I would like to visit with you to discuss issues of importance to social studies educators in Washington. During this session, you and your colleagues will consider investments and changes in programs important to Washington’s students and social studies educators.

I would appreciate any time you might have in [MONTH YOU WANT TO MEET] to meet with me to discuss these important issues and how they affect your constituents. I can be reached at [PHONE] or [EMAIL] to set up a specific meeting time. I look forward to hearing from your office. Thank you for your consideration of this request.

Sincerely,

[YOUR NAME]