

Sample Meeting Request letter

Attn: (Name of Scheduler)

The Honorable (Name of Senator or Representative)
(Local Address)

Ms./Mr. (Name of Scheduler):

I am writing to request an appointment for myself and other constituents to meet with Senator/Representative (name) in (locality of office) to discuss the "Don't Ask, Don't Tell" law.

(Give a few dates and times when you are available to meet. Remember when proposing dates that members of Congress typically are in Washington Tuesday through Thursday. Congress takes breaks throughout the year to allow members to spend time with their constituents; these recess times are excellent for scheduling meetings.)

Our group will include the following individuals:

(List the names, titles, and addresses of each individual who will be joining you in the meeting.)

I look forward to hearing from you regarding when the Senator/Representative is available to meet. Please contact me (give contact info by which you are most easily reached).

Thank you,

(Your name, address, phone number, email)

Sample Letter For Requesting Meeting To Minister

Sabine Zange

Sample Letter For Requesting Meeting To Minister:

The American Friend ,1921 *The New England Ministry Sixty Years Ago* Sereno Dickenson CLARK,1877
Decisions and Reports on Rulings of the Assistant Secretary of Labor for Labor-Management Relations United States.
Office of Federal Labor-Management Relations,1972 **The Irish Teachers' Journal and Magazine** ,1874
Transactions and Proceedings of the Royal Society of New Zealand ,1923 *The Farm Bureau Monthly of Ventura County* ,1914 **Smithsonian Miscellaneous Collections** ,1880 **Ferency v. Secretary of State, 409 MICH 569 (1980)** ,1980 65764 65765 *Booksellers, Stationers and Fancy Goods Journal of Australia and New Zealand* ,1930 The International Operating Engineer ,1904 **Fruit World of Australasia** ,1924 **Proceedings of the Parliament of South Australia** South Australia. Parliament,1884 **Comptroller's Manual for Corporate Activities: Policies and procedures** ,1992 THE FARMER'S MAGAZINE VOLUME THE FORTY FIFTH ROGERSON,1874 **The Pastoral Review** ,1925 **West's Federal Practice Digest 2d** ,1976 **British Medical Journal** ,1926 Medical Journal of Australia ,1926 *The City Record* ,1903 *Joint Documents of the State of Michigan for the Year ... Michigan*,1897

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