

Sample Letter or Email Message
(Use district or program letterhead, edit as needed)

Date

Senator John Doe
124G Capitol Office Building
St. Paul, MN 55155

Dear Senator Doe,

My name is _____ and I live (or work) in District (your #). I am a student at _____ and I'm a member of a youth organization called MAAP STARS (Minnesota Association of Alternative Programs – Success, Teamwork, Achievement, Recognition, & Self-Esteem).

On Wednesday, March 12, 2014, I will be attending the MAAP STARS Legislative Day at the Capitol. The purpose of this event is to learn about the legislative process and to meet with our legislators to inform them about our schools and programs. Alternative school students from throughout Minnesota will be at the Capitol that day. I realize that you're very busy this time of the year with hearings and meetings. Would it be possible for me to set up a brief 10 minute appointment with you for Wednesday, March 12th? Our school will be at the Capitol from 9:00 AM to 2:00 PM. and we could meet with you at your convenience.

Please have your staff contact my STARS Advisor, (first/last name), at (phone and email address) to inform us of a time and place to meet. I hope we can schedule a time meet because I'm really looking forward to meeting you.

Sincerely,

Your Name,
[Put your school and/home information]
Address, email address and phone optional