(Date)

Representative or Senator \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

Our school is planning on being at the Capitol on February \_\_\_, 2024 as part of Utah PTA’s PTSA Day at the Capitol. As part of our activities while we are there, our students would enjoy getting to meet their local legislators, and those who are in your office working for the families of Utah.

We know you have a busy schedule, but we have a couple of possible touchpoints where we could interact with you and your office.

First, if we can plan it in advance, we can work an appointment with you into our school’s schedule in the morning, sometime between 9 – 11:30 AM.

Second, we have time available to meet personally with you, either at your office, or in the Hall of the Governors, sometime between 12:15 – 1:00 PM.

If we could coordinate a time and place that our students could meet with you, that would be a great opportunity for them. Some of them may even want to ask you a few questions, so it would be fantastic if you were able to allow time for that as well.

Thank you for your time and consideration. We truly appreciate your efforts to help keep Utah a great place to live.

Sincerely,

The students from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Then include contact info. We have found that texting is their preferred method of communication for shorter messages, or for a more immediate response, so be sure to include your names, email & a cell phone number.)