

Date:

To:

Subject: Request for appointment with *Congressman/Senator* _____

My name is _____. I am a resident of the *Congressman's/Senator's* district and *the participant's position or other useful information*, and I would like to meet with the *Congressman/Senator* and/or *his/her* staff to discuss funding for the National Science Foundation and the Office of Science at the U.S. Department of Energy.

Please contact me if this date is convenient for a meeting. I can be reached at _____ or via email at _____.

I look forward to hearing back from you soon.

Sincerely,

Your name