

# INSTITUTIONAL LETTERHEAD

This letter should be FAXED to the ATTENTION of the OFFICE SCHEDULER  
you can call the main number for the office and ask for the scheduler's name and fax number.

The Honorable REPRESENTATIVE'S FULL NAME  
U.S. House of Representatives  
Washington DC, DC 20515  
ATTN: NAME OF THE SCHEDULER (if you have it)

DATE

Representative NAME:

During the weekend of November 15-16, students from XXXXXXXX will join others from Jesuit universities, high schools, parishes, and organizations across the country in Washington, DC, to participate in a social justice conference organized by the Ignatian Solidarity Network ([www.ignatiansolidarity.net](http://www.ignatiansolidarity.net)). As a part of our time in Washington, each delegation will be visiting Capitol Hill to meet with elected officials and discuss two issues important to delegations from Jesuit institutions:

- **Comprehensive Immigration Reform**
- **U.S. Foreign Policy Toward Central America**
- **Environmental Justice**

I would like to request a meeting for our INSTITUTION NAME delegation to meet with you or a member of your staff to discuss these issues. The timeframe that is most desirable for our group is from BEGINNING TIME to ENDING TIME on Monday, November 17<sup>th</sup>.

I can be reached via the following contact information:

Office Phone #: PHONE NUMBER  
E-mail #: E-MAIL ADDRESS  
Cell Phone #: CELL PHONE NUMBER

I look forward to hearing from you!

Sincerely,

YOUR NAME  
TITLE  
INSTITUTION