

**Sample Letter/Email to request attendance at the May 12<sup>th</sup> Senate Briefing on  
“Enhancing Conditions for Student Learning and Academic Achievement through  
Social, Emotional and Character Development”**

Date \_\_\_\_\_

Honorable \_\_\_\_\_

I am writing to ask that you or an appropriate staff member attend a briefing entitled “Enhancing Conditions for Student Learning and Academic Achievement through Social, Emotional and Character Development at the Senate Dirksen Office Building ( Room \_\_\_\_\_) on May 12, 2011.

NOTE: This paragraph needs to state why it is important to support social, emotional and character development in schools and education policy for your area. If possible, give an example of results

Thank you for your consideration of this request. If you need more information or have further questions please don't hesitate to call me at \_\_\_\_\_

Sincerely,