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,