



National Alliance for Partnerships in Equity

<Use your organization's letterhead. Replace all items in italics with the appropriate information.>

Date

The Honorable *First Name Last Name*
U.S. House of Representatives or U.S. Senate
Room Number and Office Building Name
Washington, D.C. *20510 (Senate) 20515 (House)*

Dear *Representative or Senator Last Name*:

On behalf of *Name of Organization/Group/Agency*, I am writing to request a meeting with you and/or your staff on Wednesday, April 9, 2014, any time after 1:30 pm.

We will be in Washington, D.C., that week attending the National Alliance for Partnerships in Equity's annual Professional Development Institute. On Wednesday, April 9, we will be on Capitol Hill participating in policy briefing sessions in the morning and will have time to visit with you and our other congressional representatives in the afternoon. We would like to share with you information about our programs and how current public policies have affected us. ***Insert a brief description of your program.***

The National Alliance for Partnerships in Equity (www.napequity.org) is a consortium of state educational and affiliate agencies providing national leadership for equity in education and workforce development. NAPE supports the work of state and local personnel in 34 states throughout the nation in carrying out the equity and special population provisions in the Carl D. Perkins Vocational and Technical Education Act as well as other education and workforce development legislation. In fact, more than 11.5 million secondary school students and 14.5 million community college students are served annually by NAPE's state-level members.

We have a particular interest in discussing with you issues regarding the implementation of Perkins and the reauthorization of the Workforce Investment Act (WIA), the Elementary and Secondary Education Act (ESEA), and Temporary Assistance for Needy Families (TANF).

We would very much appreciate the opportunity to meet with you and/or your legislative staff to discuss our mutual commitment on these issues. We will follow up with your scheduler as well. I may be reached at ***phone number/email*** to discuss your availability for a meeting. Thank you for your consideration of our request.

I look forward to hearing from you.

Sincerely,

Name
Title
Affiliation