



Please use the below language as a starting point to draft your meeting requests. To use, copy and paste the message into a separate document or email, and then insert your relevant information. Make sure to read the email carefully before sending, so as to make sure you include all necessary information.

**If requesting a meeting just for yourself.**

Hi *\*Name of Education Staffer\**,

I hope this finds you well, especially given the current times. My name is *\*Name\** and I am *\*title \** at *\*name of your organization\** from *\*city, state\** (if constituent). I am a member of the National Parents Union (NPU). [As a constituent,] I would like to request a meeting to discuss our proposal for ensuring that a high-quality education is a civil right.

In light of the COVID-19 pandemic and the current economic uncertainty, it is more important than ever to ensure students are being adequately and equitably supported.

I would be grateful for the opportunity to share NPU's priorities and goals related to education, as well as to answer any questions you might have. Are you available for 30 minutes on [day of week, date, time range in ET or *\*list a second date option and window\**]?

Please let me know your availability, as well as your preferred method of contact. I am happy to meet via phone, conference line, Google meetings or on any other platform.

Best, \*Your name and organization\*

**If requesting a meeting for you and others.**

Hi \*Name of Education Staffer\*,

I hope this finds you well, especially given the current times. My name is \*Name\* and I am \*title\* at \*name of your organization\* (if applicable) from \*city, state\* (if constituent). Along with, \*name 1, name 2, name 3,\* we are members of the National Parents Union (NPU). As constituents, we would like to request a meeting to discuss the importance of ensuring education is a civil right.

In light of the COVID-19 pandemic and the current economic uncertainty, it is more important than ever to ensure students are being adequately and equitably supported.

We would be grateful for the opportunity to share NPU's priorities and goals related to education, as well as to answer any questions you might have. Are you available for 30 minutes on [day of week, date, time range in ET or \*list a second date option and window\* ]?

Please let us know your availability, as well as your preferred method of contact. We are happy to meet via phone, conference line, Google meetings or any other platform.

Best, \*Your name and organization\*