

## Material Advantage Congressional Visits Day

### Letter Meeting Request Template

Dear [insert relevant name/title here],

Thank you for your service to our state, [name your state], and for taking the time to consider this request for a brief visit with you or your staff. I am a student in materials science and engineering attending [ ] University [in your Congressional district. *Only mention if true*]. I am from [your Congressional district *Only mention if true*] and am writing to introduce myself in the hope that I might be able to schedule a visit in the Washington D.C. office where I can meet to discuss the importance of your support for education and research in physical sciences and engineering to the long-term employment outlook of myself, our state, and our Nation.

I want to let you know about the upcoming Congressional Visits Day (CVD) for the Material Advantage<sup>TM</sup> Student Program on April 18 and April 19, 2023. Several [you may specify the number here] of my fellow students and I would like to take this opportunity to visit with you (or one of your staff) on either **April 18** or **April 19, 2023 for a 15-30-minute in-person meeting** about the importance of continuing your strong support for education and research in our chosen field.

Through your votes on funding for NSF, DOE-Office of Science and ARPA-e, NIST, and other critical programs, you can continue the advancement of science and technology at our university that depends on this funding, now more than ever. As students who want to work hard in jobs that boost the advanced materials and technology advantage of our country's manufacturing sector, we sincerely appreciate your helping hand for our classroom learning and laboratory experiences.

I hope to convince you or reinforce your belief that the best hope of maintaining the United States of America's technological edge over the rest of the world is for the continued support of funding in all areas of scientific research and technological advancement. I would really appreciate it if you would be willing to fit me into your busy schedule so that we can have a conversation about this critical issue.

View and/or download our handout about the importance of materials education, research, and development at <http://materialadvantage.org/cvd>.

Sincerely,

[Your name, University or hometown if constituent]  
[Your group members names if known, University or hometowns if constituents]

*\*Remember, constituents are more likely to be offered a meeting. Only include this part if the writer is in fact a constituent.*