

Material Advantage Congressional Visits Day

Email Meeting Request Template

Subject: MA CVD Meeting Request – [Member of Congress' title and last name], April 2-3, 2025

Dear Mr. / Mrs. [Scheduler],

I am a student in materials science and engineering attending [University] in your congressional district. [OR] I am a constituent within your congressional district and currently a student in materials science and engineering.

I would like to first thank the [Senator / Congressman / Congresswoman] for their service to our state and to you as well for taking the time to consider this request for a visit with [Senator / Congressman / Congresswoman] or their staff.

Several of my fellow students and I would like to meet with the [Senator / Congressman / Congresswoman] on either April 2 or April 3 for a 15–30-minute meeting in conjunction with the Material Advantage Student Program's 2025 Congressional Visits Day event. We would like to discuss the importance of continuing their strong support for education and research in physical sciences and engineering. Through their votes on funding for NSF, DOE-Office of Science and ARPA-e, NIST, and other critical programs, they can continue the advancement of science and technology at our university that depends on this funding, now more than ever.

We would appreciate it if you would be willing to fit us into [Senator / Congressman / Congresswoman]'s schedule so that we can discuss this critical issue.

You may also wish to view and/or download our handout about the importance of materials education, research, and development at <http://materialadvantage.org/cvd>.

I look forward to hearing back from you.

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.*