

(Date of Letter)

Department of
(Government Department for Office)

(Room, Floor or P.O. Box)

(Government Office Building)

(Street Address)

(City, State and Zip Code)

RE: Request for Conference or Audience

Attn: Office Manager

Dear Office Manager:

It is respectfully requested that an audience or conference be made available with (name of senator, name of congressman, name of secretary, etc., with whom meeting is intended) and the undersigned, along with (other individual or group), for the following reason:

(state with particularity the reason for the conference or audience). Realizing the complexities of scheduling, three preferred dates are listed below; however, an additional blank is provided for an alternative date to the three noted.

The day of (month/year);
the day of (month/year);
the day of (month/year);
or

Since some advance notice will be necessary, it would be deeply appreciated if your office would contact the undersigned relative to the foregoing as soon as scheduling permits. It is anticipated that this meeting will take approximately minutes, wherein (an oral presentation/a written presentation/a greeting) will take place on behalf of (name of individual or entity).

Thank you for your kind and immediate response.

Very truly yours,

(Signature)

(Address)

(City, State and Zip Code)

(Phone Number)