

(Date of Letter)

Secretary of
(Secretary of State, Secretary to Governor, etc.)

(Room, Floor or P.O. Box)

(Government Office Building)

(Street Address)

(City, State and Zip Code)

RE:

(Specify Requested Information)

Dear Secretary of _____ :

On behalf of _____ (individual, group, organization, etc.), the undersigned hereby respectfully requests an audience and/or meeting be arranged between you and/or a specific member of your staff with _____ (individual group, organization, etc.). This meeting with you is desired relative to a specific issue, namely:

(state with particularity the purpose of the meeting). It is anticipated that the meeting should not run longer than _____ minutes.

Realizing that schedules are difficult to manage, the undersigned offers three options as meeting possibilities when _____ (individual, group, organization, etc.) would be available to meet in your office. The fourth option is provided in the event any of the three listed options are not workable with your calendar. The desired options are as follows:

- A. The _____ day of _____, 20____, at _____ o'clock _____ .m.;
- B. The _____ day of _____, 20____, at _____ o'clock _____ .m.;
- C. The _____ day of _____, 20____, at _____ o'clock _____ .m.;
- D. Other:

Kindly notify the undersigned as to the possible date for the audience and/or meeting with you and/or a member of your staff. If you are not available for the meeting directly, kindly indicate the reason why you would not be available and further inform us as to the member of your staff with whom the meeting will be held.

Also, it would be appreciated if you would indicate the type of authority of the staff member who would be in attendance in lieu of your presence. Thank you for your anticipated response to the foregoing.

Very truly yours,

(Signature)

(Address)

(City, State and Zip Code)

(Phone Number)

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This is not a substitute for legal advice. An attorney must be consulted.