**<<Insert Personal Letterhead>>**

**<<Date>>**

The Honorable **<<Member of Congress>>**

**<<United States Senate or U.S. House of Representatives>>**

**<<Building Name and Room Number>>**

Washington, DC **<<zip code>>**

Dear **<<Representative/Senator [Last Name]>>**

On behalf of the American Association of Colleges for Teacher Education I am writing to request a meeting on Wednesday, June 7, 2023 between 10:00am and 2:00pm regarding issues related to educator preparation in our nation’s colleges and universities.

At **<<university >>** we have an active Department of **<<university >>**. We prepare the educators, researchers and leaders of tomorrow. The challenge of producing enough educators to meet the needs of today’s classrooms is daunting during the age of COVID, while addressing the shortages in the high needs teaching fields (STEM, ELL/TESOL, Special Education, Foreign Languages), and the critical need to diversify our education profession. Improving student outcomes is dependent upon having well-prepared effective teachers. The role of the federal government in supporting and expanding programs like the TEACH Grants, the Teacher Quality Partnership Grants, the Student Loan Forgiveness Programs, and the reauthorization of the Higher Education Act is more critical than ever.

I hope I can visit with you on June 7th. I appreciate your consideration. I look forward to sharing with you the accomplishments and future direction of our education programs. In the meantime, if you would like to reach me, I can be reached at **<<Insert contact information>>** .

Sincerely,

**<<Name>>**

**<<Address>>** (to indicate that you are a constituent)