

After the meeting has been scheduled, send an acknowledgement. State the day, date and time of meeting, the purpose and thank them for the opportunity. If you are going to fax/email any documents prior to the meeting, state this in the letter.

Date

Your Name
Your Address
City, State, Zip
<your phone number>

Senator/Representative/Mr./Ms. Name
Local Office/DC Office
City, State, Zip

Dear Senator/Representative/Mr./Ms. <name>,

I look forward to meeting with you on <day of week>, <month, day year> at <time> to discuss the future of the American Space program and in particular President Bush's Space Exploration Initiative <or subject of meeting>.

I have enclosed (or will fax/email) copies of the Mars Society Steering Committee's Response to the President's Plan that will provide you with some background information for the meeting.

Thank you for this opportunity.

Sincerely,

Your name
Your chapter