

## SHRM August 2025 In-District Meeting Request Email Template

The Honorable [First Name, Last Name]

U.S. [House of Representatives/Senate]

[Insert District Office Address Closest to Your Residence]

*Please only pick one; adapt this to whether you are writing to meet with a Representative or a Senator. If you are unaware of who your representative is use the “[Find Your Representative](#)” feature on The U.S. House of Representatives website. You can find the district office information on your lawmaker’s website ([www.house.gov](http://www.house.gov); <http://www.senate.gov>).*

Dear [Representative/Senator] [Insert Last Name]: *Please only pick one; adapt this to whether you are writing to meet with a Representative or a Senator.*

As your constituent and a SHRM member, I would like to request a brief meeting with you or your staff in August. I would greatly appreciate the opportunity to discuss the latest issues affecting human resource (HR) professionals.

Specifically, I’d like to talk about the challenges that are holding back U.S. businesses like mine, and how policymakers can work with employers to make sure public policies align with the needs of today’s workforce.

Key areas I hope to address include:

- **Strengthening America’s Education-to-Employment (E<sup>2</sup>) Pipeline** through dedicated and concerted efforts from all interested stakeholders, alongside strategic investments in the future workforce.
- **Supporting workers with caregiving responsibilities** by creating a caregiving infrastructure that enables organizations to support employees in balancing personal and professional responsibilities.
- **Mitigating AI-driven displacement** by prioritizing responsible policy adoption that aligns the development of a skilled workforce with future employer needs.

I am available to meet in person at your [insert district office city/town] district office on the following dates: [insert possible dates/times].

If you would prefer, I am also available to meet virtually. I look forward to connecting with you soon to discuss the challenges of creating a competitive and modern workforce. I can be reached at [insert e-mail] or [insert phone number].

Thank you for your prompt consideration of this request.

Sincerely,

[First Name, Last Name]

[Home Address]

[E-mail]

[Phone Number]

## SHRM 2025 In-District Meeting Request – Example Completed Invitation

*[REMEMBER TO CUSTOMIZE THIS SAMPLE ACCORDING TO THE TEMPLATE INSTRUCTIONS ON THE PREVIOUS PAGE]*

The Honorable Don Beyer  
U.S. House of Representatives  
1901 N. Fort Myer Drive, Suite 900  
Arlington, VA 22209

Dear Representative Beyer:

As your constituent and a SHRM member, I would like to request a brief meeting with you or your staff in August. I would greatly appreciate the opportunity to discuss the latest workforce development issues affecting human resource (HR) professionals.

Specifically, I'd like to talk about the challenges that are holding back U.S. businesses like mine, and how policymakers can work with employers to make sure public policies align with the needs of today's workforce.

Key areas I hope to address include:

- **Strengthening America's Education-to-Employment (E-Squared) Pipeline** through dedicated and concerted efforts from all interested stakeholders, alongside strategic investments in the future workforce.
- **Supporting workers with caregiving responsibilities** by creating a caregiving infrastructure that enables organizations to support employees in balancing personal and professional responsibilities.
- **Mitigating AI-driven displacement** by prioritizing responsible policy adoption that aligns the development of a skilled workforce with future employer needs.

I am available to meet in person at your Arlington district office on the following dates:

- August 15<sup>th</sup> between 9:00 a.m. and 10:30 a.m. ET
- August 20<sup>th</sup> between 1:00 p.m. and 3:00 p.m. ET
- August 23<sup>rd</sup> between 12:00 p.m. and 2:00 p.m. ET

If you would prefer, I am also available to meet virtually. I look forward to connecting with you soon. I can be reached at [governmentaffairs@shrm.org](mailto:governmentaffairs@shrm.org) or 703-535-6412.

Thank you for your prompt consideration of this request.

Sincerely,

SHRM Government Affairs  
1800 Duke Street, Alexandria, VA 22314  
[governmentaffairs@shrm.org](mailto:governmentaffairs@shrm.org)  
703-535-6412