**Request WLTI Congressional Appointments**

The 2025 Washington Leadership Training Institute (WLTI) will be held Sept. 20-24 at the Hilton Alexandria Mark Center in Alexandria, Va. As part of WLTI, SkillsUSA students and advisors will make advocacy visits to Capitol Hill to meet their senators and representatives on Tuesday, Sept. 23 between 12 p.m. and 4 p.m. (allow at least 30 minutes to transition and navigate congressional buildings). Use this SkillsUSA meeting request template for your email. Send your appointment request now, and then call the office to confirm your appointment the week before WLTI.

[Date]

The Honorable [name]

[United States Senate] or [United States House of Representatives]

Address

Dear Senator or Representative [name]:

On behalf of SkillsUSA, I am writing to request a meeting with your office on Tuesday, Sept. 23 between 12 p.m. and 4 p.m. Our delegation of students and teachers from **[state]** will be in Washington, D.C. that day for advocacy visits as part of the Washington Leadership Training Institute.

During this brief meeting, we would like to share our personal education journeys, discuss the value of career and technical education in our nation’s public schools and the explain the benefits of participating in SkillsUSA.

SkillsUSA is the #1 workforce development organization for students. We empower students to become skilled professionals, career-ready leaders and responsible community members. We help each student excel by teaching personal, workplace and technical skills grounded in academics.

Our organization — a partnership of students, teachers and industry representatives — is recognized by the U.S. Department of Education and by the U.S. Department of Labor as essential to the development of our nation’s skilled workforce. SkillsUSA is a career and technical student organization (CTSO) recognized under the Perkins V: Strengthening Career and Technical Education (CTE) for the 21st Century Act.

I look forward to an email or phone call from your scheduler to confirm an appointment.

Sincerely,

Name

Title

[Telephone Number]

[E-mail Address]