

Sample of Student Letter to Legislator

(Date)

(Legislator name and address)

Dear (Representative/Senator (name)):

I am an undergraduate student from (home town name) enrolled at (college/university name). On (day, month, date), I will be participating in **UNDERGRADUATE RESEARCH AT THE CAPITOL – PENNSYLVANIA**, a poster conference that will showcase undergraduate research in the Commonwealth of Pennsylvania. This fun and informative event will bring students from colleges and universities throughout the Commonwealth to the Capitol to present posters describing their research and scholarly activities. The event has two goals: To demonstrate that undergraduate research is important to the educational development of college students, and to show that undergraduate students can produce important, valuable research results that help our communities, our state, and our nation.

My poster on (poster title) will be displayed in the East Wing Rotunda of the Capitol. I will be at my poster discussing my research from (time) on (day, month, date). I invite you and your staff to come by Tuesday to see my poster and to view the other posters presented by students from across the state. If possible, during the day I would like to meet with you or your staff to talk about my research project and its impact on my college education.

If you wish to contact me, please send me an email at (college email address). If you have questions about the event, you can view its web site at <http://www.pasen.gov/URCPA/index.htm>.

Thank you. I look forward to seeing you on (month, date).

Sincerely,

(Student name)

(Address)

(Phone number)

(Email)