To: Insert contacts for ONE Senator/Representative only. Never send a mass email to your Senators/Representatives.

CC: Always CC the following People:

[Christine.phipps@enmu.edu](mailto:Christine.phipps@enmu.edu)

[LeslieDannFerris@yahoo.com](mailto:LeslieDannFerris@yahoo.com)

Your State Officer Coordinator(s)

Subject: CTSO Day at the Roundhouse with New Mexico DECA

Hints to sending a professional Email:

* Only use black font, preferably Times New Roman or Arial Font in size 10-12 point.
* Double check the spacing once you copy and paste and make adjustments as needed.
* Make sure to attach the attachments before sending.

Body of Email (Copy and Paste below and make the appropriate updates in yellow)

***Representative Insert First and Last Name or Senator Insert First and Last Name,***

On Friday, January 24, I will be visiting the New Mexico State Capital for the CTSO (Career & Technical Student Organization) Day at the Roundhouse. I’m currently serving as the ***Chapter Name*** DECA ***Insert Office***. I’m excited to be able to represent ***Insert School*** from ***City***, New Mexico as an Officer for DECA.

During the day on January 24, I would like the opportunity to come by your office and briefly meet you and drop off my contact information. It would be great to be able to meet the ***Representative or Senator*** for my city!  
  
Also, I would like to invite you to our New Mexico DECA State Career Development Conference in Albuquerque on March 3-4, 2025. We would be honored to have you bring greetings at one of our sessions or serve as a judge for one of the contests. I can share more information with you if you are interested in attending.

Please let me know if you would be available for me to stop by briefly on January 24!

I look forward to hearing from you soon!

Thanks!