

**Hello [Congressman's Name],**

**I hope that this message finds you managing this most important and challenging time. Our Fall semester is underway at [Institution Name] and we are excited to have over [#] students enrolled in primarily online courses!**

**We also have submitted a Title V-HSI grant and understand that [Congressman's Name] office will get the first news of our success if we are so awarded. We know that the intent is to award by August 31.**

**We are of course waiting on pins and needles, so if you hear anything we would love to hear it from our favorite congressman's office.**

**Thanks so much,**