

To: robbie.aiken@pinnaclewest.com[robbie.aiken@pinnaclewest.com]
Cc: Ford, Hayley[ford.hayley@epa.gov]; Dickerson, Aaron[dickerson.aaron@epa.gov]
From: Hupp, Millan
Sent: Tue 9/5/2017 5:35:05 PM
Subject: Follow up to your email on August 3
External Meeting Request Form.docx

Robbie,

Good afternoon. I am hopeful you are well. I am following up on an email you sent regarding Mr. Don Brandt traveling into DC in October. We have had a couple changes in scheduling personnel so I wanted to ensure that we are able to schedule this meeting should the Administrator be in town. At your convenience, could you kindly complete that attached meeting request form?

Thank you so much,

Millan Hupp

Director of Scheduling and Advance

Office of the Administrator

Cell: 202.380.7561 Email: hupp.millan@epa.gov

**External Meeting Request Form for
Administrator E. Scott Pruitt**

U.S. Environmental Protection Agency

To request the Administrator to attend and/or speak at your event, please complete and submit the following form.

Today's Date:

Meeting Date:

Meeting Time:

Requested Location (if offsite, please list address, parking instructions, etc.):

Requestor:

Purpose of the Meeting:

Background on the Meeting:

Role of the Administrator:

Attendees:

Point of Contact: