

Sample Meeting Request Letter to a Legislator

Meeting face-to-face with a legislator is an effective way to develop a relationship and to impress upon an elected official the importance that you place on particular issues. Your letter should be simple and direct about your request for a meeting. If you are proposing to meet in Washington, D.C. or in the legislator's district, be clear as to the specific date and time you will be available to meet.

The Honorable (First Name; Last Name)
U.S. House of Representatives/Senate
Washington, DC 20515 (for House)/20510 (for Senate)

Sent via facsimile: (202) (fax number)

Dear Representative/Senator (Last Name):

On behalf of (your facility's name) in (your city), I am writing to request a brief meeting with you on (day and date) anytime between (specific hours of availability). Representatives from our community, including (reference types of stakeholders; e.g., "nurses") will be in Washington, D.C. that day and would welcome the opportunity to talk to you about the essential role that wound, ostomy, and continence specialty nurses play in the local community.

As you may know, (your practice/facility's name) is a vital part of our community's health care delivery system. We provide quality, accessible health care to all segments of our community. (Insert information about your facility, including the number of patients you serve, the number of people you employ, and your areas of expertise in medicine.)

Thank you for considering our request for a meeting on (date). We would very much appreciate it if your scheduler would contact me (or name of your government relations director if signed by someone else) at (phone number) to schedule an appointment.

Sincerely,