

Sample Meeting Request letter

Attn: (Name of Scheduler)

The Honorable (Name of Senator or Representative)
(Local Address)

Ms./Mr. (Name of Scheduler):

I am writing to request an appointment for myself and other constituents to meet with Senator/Representative (name) in (locality of office) to discuss the “Don’t Ask, Don’t Tell” law.

(Give a few dates and times when you are available to meet. Remember when proposing dates that members of Congress typically are in Washington Tuesday through Thursday. Congress takes breaks throughout the year to allow members to spend time with their constituents; these recess times are excellent for scheduling meetings.)

Our group will include the following individuals:

(List the names, titles, and addresses of each individual who will be joining you in the meeting.)

I look forward to hearing from you regarding when the Senator/Representative is available to meet. Please contact me (give contact info by which you are most easily reached).

Thank you,

(Your name, address, phone number, email)