

SAMPLE MEETING REQUEST LETTER

Representative Pat Smiley
1234 Rayburn/Longworth/Cannon House Office Building
Washington, DC 20515

Dear Representative Smiley,

I am writing to request a meeting with you during our upcoming visit to Washington, DC. We will be available on (days). Attendees of the meeting will include:

Mayor X
City Councilmember Y
City Manager Z

Thank you for your consideration of this request. I will contact your staff to follow up. If you need to contact me in the meantime, please feel free to call 555-555-5555 or email me at me@city.gov

Sincerely,

Whoever will be coordinating your schedule

(Note: There is no need for the Mayor to sign here. This letter will go directly to the office scheduler and he/she will want to call or email to set up the meeting. Also, the scheduler will keep the name and number on file in case the schedule changes, which happens often.)