

SAMPLE
Advocacy Meeting Request Letter

The Honorable NAME
ADDRESS

Dear [Mayor/Councilmember/Governor]:

I am writing on behalf of ORGANIZATION to request a meeting with you to discuss [the issue or reason for meeting].

[List the names, titles and affiliations of individual(s) who] will be attending the meeting on behalf of our ORGANIZATION.

As you may know, ORGANIZATION conducts community-based sports programs for youth and adults with disabilities [remind Public Official of your organization's mission, activities and contributions – establish your credibility].

We look forward to the opportunity to meet with you to discuss [the issue or reason for meeting]. I will contact your office to determine your availability to meet with us. Thank you for your consideration of this request.

Sincerely,