

## Appointment Request Letter

You can find your legislators online at <http://mdelect.net>. To make an appointment for a visit to urge them to support high quality programs for children, you can (1) call the office or (2) send an email or (3) letter.

Here is sample text requesting an appointment you can modify and use for a letter or an email. If you make a phone call to get an appointment, the language in the sample letter can be used when you speak with the legislator's staff.

**[YOUR NAME]  
[YOUR STREET ADDRESS]  
[YOUR CITY, STATE, ZIP]**

**[DATE]**

The Honorable **[YOUR DELEGATE or SENATOR'S NAME]**  
**[ADDRESS]**  
Annapolis, MD 21401

Dear **[SENATOR/DELEGATE] [LAST NAME]**,

I am a constituent from **[YOUR CITY]**, and I work as a **[YOUR JOB]**. I will be in Annapolis on Monday, March 3<sup>rd</sup> for our 2014 Head Start Day in Annapolis, and I would like to meet with you to discuss how important quality child care is to the families in our community. May I schedule a few minutes with you some time between 10:00 AM and 2:30 PM?

Head Start Day in Annapolis is sponsored by the Maryland Head Start Association (MHSA). We come to Annapolis every year to say thank you to you for the support you give to our state's youngest children and to advocate for programs that help parents go to work and help children learn to be successful in school and in life.

I really look forward to speaking with you on March 3rd. Please contact me at **[YOUR PHONE NUMBER]** or **[YOUR EMAIL ADDRESS]** to confirm my appointment time. If you are not available on March 3rd, I would appreciate an appointment to speak with your legislative aide.

Thank you very much.

Sincerely,

**[YOUR NAME]**