

SAMPLE LETTER REQUESTING APPOINTMENTS WITH CONGRESSIONAL MEMBERS

Note: Please edit based on your purposes for meeting. It is best to fax as soon as possible directly to the scheduler's attention.

Date

The Honorable (Representative's or Senator's first and last name)
U.S. House of Representatives (or U.S. Senate)
Washington, DC (20510 for Senator; 20515 for Representatives)

Dear (Representative or Senator) (last name):

I will be in Washington on May 23 - 25 attending the Family Research Council's 2012 Washington Briefing for pastors from across the nation. On Thursday afternoon, May 24, I would appreciate the privilege of meeting with you for 20 minutes at any time between 3:00 and 4:30 p.m. While there are many current issues facing our nation which I am deeply concerned about, the primary purpose of the meeting is to encourage you and to pray with you, if you are so inclined.

Thank you for your consideration of this request. Your office may reach me at (phone number) or by e-mail at (e-mail address) to confirm the meeting time.

Sincerely,

Your Name