

## **Tips for Writing a Meeting Request Letter to a Legislator**

1. **Fax your letter**
  - In the light of concerns on Capitol Hill, particularly since the anthrax scare, send your letter by fax rather than through the postal service.
2. **Open the letter**
  - State up front the purpose of your letter, which is to request a meeting with the legislator in his/her office.
  - Indicate if other people will be joining you and what subject you want to discuss.
  - Bold the sentence that specifies the proposed date and times for the meeting so that it stands out.
  - Be sure to reference the day of the week and the date (e.g., “Wednesday, March 3, 2019”) and the specific times during which you will be available to meet (e.g., “between 10 a.m. and 12:30 p.m.”).
3. **Provide facts on your practice**
  - Provide some background information on your practice/facility highlighting its role in the community and the number of constituents served.
4. **Specify follow-up steps**
  - Request that the legislator’s scheduler call you to schedule the meeting or indicate that you will be following up.
  - Provide contact information so the scheduler can follow up or call with any questions.
5. **Close the letter**
  - The letter could be signed by you, your practice or hospital leadership.
  - Be sure to provide the person’s title.