

# MEETING REQUEST TEMPLATE

**Please personalize highlighted portions before sending. Also, please remove information that may not be pertinent to your meeting.**

NOTE: This template inspired by partners at RESULTS, from one they used for their recent virtual lobby day.

## SUBJECT: REQUEST FOR MEETING

Dear \_\_\_(scheduler name)\_:

My name is \_\_\_(your name)\_\_\_ and I work in Representative/Senator \_\_\_(member of Congress's name)'s district at \_\_\_(your organization)\_\_\_ / am a constituent of Representative/Senator \_\_\_(member of Congress's name)\_\_\_ from \_\_\_(city)\_\_\_

(Insert details about your organization if applicable: In a couple of sentences, who are you and what is your mission? Do you live or work in the state or district?)

I and \_\_\_(others in your group)\_\_\_ are requesting the opportunity to meet with the representative/senator as soon as his/her schedule permits. We would like to conduct the meeting virtually. Ideally, we'd like to meet on \_\_\_(date)\_\_\_ and there will be \_\_\_(provide a number)\_\_\_ of us attending the meeting.

COVID-19 has brought into sharp focus how deep the problem of housing insecurity is throughout the U.S. We know the senator/representative is sensitive to the challenges of people struggling to access safe, decent, and affordable housing. We would like to speak to him/her about practical solutions to housing insecurity, both in the immediate crisis and over the long term.

Thank you for considering my/our request. I/We look forward to hearing from you soon.

Sincerely,

\_\_\_(Name)\_\_\_

\_\_\_(Organization and Position, if applicable)\_\_\_