

# MEETING REQUEST TEMPLATE



**B**elow is an email template you can use to request meetings with your members of Congress. Please personalize highlighted portions before sending. Also, please remove information that may not be pertinent to your meeting. In some cases, House or Senate offices might have online forms for you to fill out, but most often you will be able to send an email to the office's scheduler. To find who the schedulers are, contact your NLIHC advocacy organizer, whom you can identify at [https://nlihc.org/sites/default/files/NLIHC\\_Field-Team-Map.pdf](https://nlihc.org/sites/default/files/NLIHC_Field-Team-Map.pdf).

*NOTE: This template was inspired by an example from our partners at RESULTS.*

Email subject line: Request for meeting

Dear [scheduler name]:

My name is [your name] and I work in Representative/Senator \_\_\_\_\_ [name of member of Congress]'s district at \_\_\_\_\_ [your organization] OR I am a constituent of Representative/Senator \_\_\_\_\_ [member of Congress's name] and I live in [insert name of community/city].

**[Insert details about your organization if applicable: In a couple of sentences, who are you and what is your mission?]** I am requesting the opportunity to meet with the Representative/Senator as his/her schedule permits. We would like to conduct the meeting virtually/in person. Ideally, we would like to meet on \_\_\_\_\_ [insert date] and there will be \_\_\_\_\_ [insert number of people] of us attending the meeting.

The recent pandemic 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 find and maintain safe, decent, accessible, and affordable housing. We would like to speak with him/her about practical solutions to housing poverty and homelessness. These solutions address both immediate and long-term needs.

I/We will also be willing to meet with staff if the Senator/Representative is not available. Thank you for considering this meeting request. I/We look forward to hearing from you soon.

Sincerely,

[Insert your name]

[Insert your organization, if applicable]

**For more information, contact NLIHC Manager of Field Organizing Brooke Schipporeit at [bschipporeit@nlihc.org](mailto:bschipporeit@nlihc.org).**