**RESULTS Sample Meeting Request Letter on Global Issues**

Hello Global Advocates,

We have a new Congress in 2019, which means a clean legislative slate, a new power dynamic between the parties, and a lot of new members of Congress.

Now is the time to request meetings with senators, representatives, their local staff, and their DC Foreign Policy aides.

**Why Meet with Everyone?**

We encourage RESULTS groups and Free Agents to establish relationships with the local and DC offices and the members of Congress for the following reasons:

* **Members of Congress.** This is easy—if you educate, inspire, and influence them, they will likely take the actions you want them to take. This is the most important relationship.
* **DC Staff Responsible for an Issue.** These people are often gatekeepers and recommenders. If we can’t convince them that a Rep. or Senator should take an action, the Rep. or Senator may never hear of the issue or take the action you want them to. If you establish a good relationship with this person, he/she can also facilitate you getting in-person meetings with the Rep. or Senator. Meeting with them by phone and video chat is a good way to build these relationships when you can’t meet in person.
* **Local Staff.** You have the advantage of meeting with these people in person because they are local. They aren’t often very well versed on our issues, but they can help you when it’s hard to get the attention of the DC staff, and they can help you get meetings with the Rep. or Senator. They shouldn’t be counted on to relay all of your passion, stories, and information to the Rep. or Senator or the DC staff, but they can really make things happen with other people.

Together, having relationships with all of these people will give you the best chance for successful advocacy.

**Requesting Meetings**

You can request meetings with the local and DC staff by sending them an email. You can find many of the staff names and office addresses [on our website](https://www.results.org/take-action/action-center?vvsrc=%2fAddress). The House email formula is: firstname.lastname@mail.house.gov. The Senate email formula is: firstname\_lastname@SenatorLastName.senate.gov.

To request meetings with your Reps. or Senators, contact the “scheduler” and let them know you’d like to have a meeting with the Rep. or Senator in the state/district, or in DC if you are going there for some reason. They will ask you for your request in writing. Modify the sample meeting request letter below to meet your needs. Be sure to personalize the parts in yellow and modify for local vs DC and meetings. If you want to know when your Representatives will be at home, [check the House Calendar](https://www.democraticwhip.gov/calendar/2019) for 2019.

Your name and contact information here

The Honorable (name of the Rep or Senator)

House of Representatives or Senate

Washington DC 20510 (or) 20515

Attention: \_\_\_\_\_\_\_\_\_\_\_\_\_\_, Scheduler

Attention: \_\_\_\_\_\_\_\_\_\_\_\_\_\_, Foreign Policy Legislative Assistant (add other relevant aides)

Subject: Request for Meeting

Date: xxx

Dear Representative or Senator \_\_\_\_\_\_\_\_\_\_\_\_\_\_:

Volunteers with the (your city) chapter of RESULTS are requesting the opportunity to meet with you in person on (insert dates or timeframe). RESULTS is a 38-year-old movement of passionate, committed, everyday people from across the US, and in over a dozen countries around the world. Together we use our voices to influence political decisions that will bring an end to poverty in the US and around the globe.

Our community-based chapters work in partnership with individuals and organizations in our communities that care about the same issues. Our particular chapter has been active for XXX years, and we have many other allies around the state.

Through U.S. leadership and smart investments in bilateral and multilateral initiatives, the world has made enormous progress on reducing poverty, reducing preventable maternal and child deaths, combatting diseases of poverty, ensuring more children get a quality education, and much more. At the urging of constituents, congressional leaders from both parties have worked together to implement poverty solutions that create more stable and peaceful societies, enhance our national security, and create economic opportunity in poorer partner nations. It’s good for our partners and the U.S.

When we meet with you we would like to thank you for your support and leadership, and to present new opportunities to advance these solutions, as our work is far from finished. For 2019 we’d like to work in partnership with you on funding for effective global health and education programs (Gavi, GPE, the Global Fund, USAID’s maternal and child health and nutrition programs, TB, etc.). We’d also like to work with you on US leadership commitments around the Global Fund replenishment. We are very interested to hear your views and finding ways we can work together, as well as ways that we can serve as a resource and support to you.

Thank you for considering our request. We will follow up with your office to set up the meeting. We also would like to receive information about your in-district events and other planned public appearances in our area. We look forward to hearing from you.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_, RESULTS Group Leader, Group Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_, RESULTS Group Member, Group Name