***Please personalize before sending (see blanks and parentheses). Also, please remove information that may not be pertinent to your meeting.***

Your name

Your address

Your e-mail

Your phone

The Honorable \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

House of Representatives or U.S. Senate (choose one)

Washington DC

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

**Subject: Request for Meeting**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

My name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and I am a constituent of Sen./Rep.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and also a volunteer with RESULTS. RESULTS is a 41-year-old movement of passionate, committed, everyday people. Together we use our voices to influence political decisions that will bring an end to poverty.

On behalf of\_\_\_\_\_\_\_\_ (RESULTS chapter name), we are requesting the opportunity to meet virtually with the (Representative or Senator) as soon as (his/her) schedule permits. Ideally, we would like to meet during our Advocacy Week, the week of June 14th and there will be \_\_\_\_\_ of us attending depending on schedules.

We know the (Senator/Representative) is sensitive to the challenges people experiencing poverty are facing. We would like to discuss underlying issues of poverty that continue to rob families and communities of a bright future. At our meeting, we would like to discuss (domestic/global) issues, including:

* Promoting housing stability and addressing the legacy of discriminatory housing policies in the U.S.
* Helping low-wage workers and low-income children stay out of poverty through making expansions of the EITC and CTC permanent.
* Prioritizing investments in global health and education.

We would like to conduct the meeting virtually, via Zoom or on any platform preferred by your office. We will follow up with your office to set up the meeting.

Many thanks in advance for considering our request. We look forward to hearing from you.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

RESULTS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (group name) Member