***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 40-year-old movement of passionate, committed, everyday people. Together we use our voices to influence political decisions that will bring an end to poverty. Volunteers with our local RESULTS chapter are requesting the opportunity to meet virtually with the (Representative or Senator) as soon as (his/her) schedule permits. Ideally, we’d like to meet on \_\_\_\_\_\_\_\_\_\_\_ 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. Specifically, we would like to speak to him/her about practical solutions to poverty, specifically to:

* Promote housing stability and address the legacy of discriminatory housing policies in the U.S.
* Help low-wage workers and low-income children stay out of poverty through expansions of the EITC and CTC.
* Prioritize global health and development resources for fiscal year 2022 in the State and Foreign Operations Appropriations bill.
* Invest resources in expanding access to education for children living in impoverished countries.

Thank you for considering our request. We will follow up with your office to set up the meeting. We look forward to hearing from you.

Sincerely,

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

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