***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

Attention: \_\_\_\_\_\_\_\_\_\_\_\_\_\_, Foreign Policy

Attention: \_\_\_\_\_\_\_\_\_\_\_\_\_\_, Tax

**Subject: Request for Meeting with the (Representative/Senator)**

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

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

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

On behalf of\_\_\_\_\_\_\_\_ (RESULTS chapter name), we are requesting the opportunity to meet in-person with the (Representative or Senator) sometime during our Advocacy Month. A meeting at home during the Memorial Day recess or a meeting in DC on June 14 when we’ll have some delegates in DC would be great.

We know the (Senator/Representative) is sensitive to the challenges of people living in poverty and the need to have policies that work to support families. At our meeting, we would like to discuss the following issues:

* Child Tax Credit
* Global nutrition
* The Global Fund to Fight AIDS, TB, and Malaria

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

Sincerely,

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

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