***Please personalize before sending (see blanks and parentheses). Also, please remove information that may not be pertinent to your meeting. Send your request to the scheduler and key aide(s) who work on the issues you’ll cover during the 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 with (*Name of Rep/Senator)***

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

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

My name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and I am a constituent of Sen./Rep.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and also a volunteer with RESULTS. For over 40 years, RESULTS has engaged passionate, committed, everyday people to influence policy decisions that will bring an end to poverty.

On behalf of\_\_\_\_\_\_\_\_ (RESULTS chapter name), we are requesting the opportunity to meet with the (Representative or Senator) as soon as possible to discuss poverty-ending policies that constituents care about deeply. Ideally, we would like to meet during the August/September recess.

We know the (Senator/Representative) is sensitive to the challenges people experiencing poverty face. At our meeting, we would like to discuss domestic and global poverty issues, including:

* **Tax policy:** Using the tax code to ensure children and families thrive and remain stably housed. For example, we can help low-wage workers and low-income children stay out of poverty through some changes to the Child Tax Credit. We could also help struggling renters through a renter’s tax credit.
* **Global Health and Education:** U.S. accountability and leadership on global health and education matter. We have legislation on both we’d like to discuss, as well as an opportunity to effectively address the leading infectious disease killer in the world—tuberculosis—and prevent future pandemics.

We’d like to meet in person in the (state/district) with some additional constituents and RESULTS members joining virtually, but we’d also be willing to meet with the (Senator/Representative) virtually. Can you please get back to us with possible dates and times around the August/September recess?

Many thanks in advance for considering our request. We look forward to hearing from you and we’re excited to meet with the (Senator/Representative).

Sincerely,

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

RESULTS Volunteer Advocate

RESULTS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (group name)
Contact info