***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 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) to discuss poverty-ending policies that constituents care about deeply. Ideally, we would like to meet during the month of **(choose one: Feb, March, April).**

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:

* **Child Nutrition**: Too many children in the U.S. and in low-income countries do not get food and nutrition the need for healthy development. We’d like to discuss child nutrition, specifically SNAP, WIC and global nutrition programs.
* **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 opportunities to effectively address childhood killers like malaria through vaccine access.
* **Tax policy:** We can use the tax code to ensure children and families thrive and remain stably housed. We’d like to discuss tax policy, specifically the Child Tax Credit and a Renter’s Tax Credit

We’d like to meet in person in the (state/district) with possibly some additional constituents and RESULTS members joining virtually. However, we’d also be willing to meet with the (Senator/Representative) virtually. Will you please get back to us with possible dates in the coming month or two?

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