



Instructions for Requesting a Congressional Meeting in Washington, D.C.

When requesting a meeting with your Representative/Senator, if they ask you to submit your request in writing, via email or fax, please feel free to use the language below as your template. The language below is also useful when speaking with the Representative's/Senator's scheduler. **When on the phone, remember to make clear that you are a constituent of the Representative/Senator and give specific time windows that you are available to meet.**

Feel free to modify this template based on your conversation with the Congressional office.

Due to the lengthy security process involved with the screening of regular mail sent to Representative's/Senator's offices, please email or fax all written requests for meetings. **Do not use regular mail.**

Template for Written Meeting Requests

Dear **[Name of Scheduler or Staff Member]**:

As a constituent and emergency nurse living in **[City/State]**, I am writing to respectfully request a meeting with **[Representative/Senator Last Name]** to discuss issues of importance to me and emergency nurses across the country. I will be in Washington, D.C. and available to meet in your office on May 9 from **[insert time]**.

Specifically, I would like to discuss federal healthcare issues and legislation that directly impact emergency nurses and the care received by patients.

If **[Representative/Senator Last Name]** is unavailable to meet, I would be pleased to meet with the staffer handling healthcare issues. I look forward to hearing back from you.

Thank you for your assistance.

[name, address, phone number, email address]