



United for Lung Health

Advocacy Day 2008 | Washington, D.C.

Meeting Request Instructions

Meeting with your member of Congress is one of the most effective ways to influence the legislative process. However, in order to schedule a meeting, most offices require a constituent or group to submit a meeting request before they will consider scheduling a meeting.

Below you will find a sample meeting request to set up a meeting with a member of Congress. Additionally, here are some useful tips to keep in mind:

- Fax or e-mail your meeting request letter to the member's scheduler or legislative aide working on your issue.
- To find out the name of the member's scheduler or legislative aide, call the member's office and ask.
- Within 24 hours of sending the meeting request, call the scheduler or legislative aide to confirm receipt of the letter. If you have not heard back within a couple days, make sure to call the scheduler or aide back and ask if the meeting has been arranged.
- Meetings with a Member of Congress in Washington DC can be difficult to schedule because of time constraints. Hence, often your meeting will be with a legislative aide and not the Member of Congress. While scheduling a meeting with a Member of Congress should be your targeted goal, meetings with a legislative aide can also be beneficial.

Sample Meeting Request Letter

Date XXX

The Honorable (Full Name)
United States Senate
Washington, DC 20510

--OR--

The Honorable (Full Name)
United States House of Representatives
Washington, DC 20515

Dear Senator/Representative XX:

On (date requested), I/we would like to meet with you to discuss several important policies to help prevent lung disease and promote lung health. In attendance will be (your name, description of you and/or organization; other attendees).

I/we will contact you shortly about your availability to schedule this meeting. In the meantime, if you have any questions please feel free to contact me at (insert phone number).

Thank you for your time and consideration.

Sincerely,

(Your Name)
(Your Complete Address)