



## Fax Request for In-District Meeting

*Transmit 30-90 days before requested date, timed according to recess/work periods*

When faxing the request, be sure to

- Change the bolded text in the template to your individual information.
- Type your name and address at the end of the request so that the member knows you are a constituent.
- Be flexible in your dates, often plan months in advance, and aim for a traditional congressional recess, when members are more likely to be at their home office.
- Make this request at least 30 days in advance.

\*\*\*\*\*USE YOUR OWN LETTERHEAD\*\*\*\*\*

[November 3, 2017]

To: Scheduler

Office of Senator/ Representative [INSERT NAME OF SENATOR OR REPRESENTATIVE]

Fax Number: [INSERT DC FAX NUMBER]

From: [INSERT YOUR NAME]

Re: Constituent Meeting Request

I respectfully request to meet with [Senator/Representative] [INSERT LAST NAME] on [PROPOSED DATE] between the hours of [INSERT TIME RANGE, *e.g.*, 1 pm and 3 pm].

I am a constituent from [INSERT CITY WHERE YOU LIVE], and I am a member of the American Association of Clinical Urologists. I would like to meet with the [Representative/Senator] to discuss health-care issues that impact my ability to care for my patients and [HIS/HER] constituents.

Thank you in advance for your assistance. I look forward to speaking with you soon to schedule a meeting with [Senator/Representative] [INSERT LAST NAME].

Sincerely,

[INSERT SIGNATURE]

[INSERT YOUR NAME]

[HOME ADDRESS]

[TELEPHONE NUMBER]

[FAX NUMBER]

[E-MAIL ADDRESS]