

SAMPLE MEETING REQUEST LETTERS

With a few exceptions, Congressional offices in Washington require a written appointment request. Some Members of Congress do offer “walk-in” meeting times, but an appointment request is still highly recommended. Appointment requests can be mailed (**to the local office**), emailed or faxed, but faxing them will get a faster response. Members’ contact information, phone and fax numbers can be found on their web sites, in your phone book or on

the DAV website, dav.org/can. Some offices have special meeting request forms and you can contact your legislator’s local office to learn the best way to submit your request or, if you have a contact person, speak to your contact in the congressional office for assistance.

The appointment request should be short and simple. Be sure to include your name and, if applicable, leadership title at the chapter or department level.



Dear Senator (or Representative) [last name]:

I will be in Washington, D.C. on [date], participating in DAV’s (Disabled American Veterans) Mid-Winter Conference and would greatly appreciate the opportunity to meet with you to discuss issues important to injured veterans, their families and survivors.

If you are not available, I would be happy to meet with the member of your staff who works on veterans’ issues. I hope your busy schedule will allow you to meet with me/us [add any other names]. I am available at [telephone number] or [email address] to address any questions you or your staff may have.

Thank you for your consideration and I look forward to hearing from your office.

-OR-



Dear Senator (or Representative) [last name]:

I am writing to request an appointment with you on [date]. I am a member of DAV (Disabled American Veterans) in [your city], and I’m concerned about issues affecting injured veterans and their families and survivors.

I realize that your schedule is difficult to project at this point, but it would be ideal if we could meet between [time] and [time].

[I believe [issue] is important because [1–2 sentences], if you know what issues you plan to discuss].

I can also be reached by phone at [phone number] or email at [email address]. I will contact your office during the week of [1–2 weeks before the visit] to confirm the details of the appointment.

Thank you for considering my request to meet with you.