

Requesting a Meeting with Your Senator and Representative

Template outreach email

Subject line: Meeting Request for [Foundation Name]

Dear [Scheduler or District Director First Name],

I hope this message finds you well.

Please see the attached letter requesting a meeting with Senator/Representative [Last Name] during the upcoming April recess to share more about the work of [Foundation Name] in [name of city, state]. Please let me know if it is possible for us to schedule a meeting during that time to share more about the work we are supporting in [city or community].

I very much appreciate your assistance on this matter.

Sincerely,

[Your Name]

Template letter

The Honorable [Member Name]

U.S. House of Representatives / U.S. Senate

Office Location

City, State Zip

Re: Request to Meet with [Organization Name]

Dear Senator/Representative [Last Name]:

I'm writing to request the opportunity to meet with you during the upcoming April district work period.

[Insert information regarding who you are, what your organization does, and what part of the Member's state or district it covers. Example:

I'm Jane Smith, the CEO of the Petunia Community Foundation. We provide over \$5 million annually in funding to nonprofits in Petunia County. In partnership with our donors, community leaders, and nonprofit partners, we support issues like early childhood education, animal welfare, and maternal healthcare across Petunia County.]

During our meeting, I would like to discuss how our foundation addresses local needs and how Congress can continue to support community philanthropy, particularly as Congress considers tax legislation before the expiration of the Tax Cuts and Jobs Act.

The planned attendees of the meeting will be:

- [Full Name], [Title], [Organization]

Please reach out to me should you have any questions regarding this meeting request or if additional information is needed. I appreciate your consideration of this request, and I look forward to sharing more about our work with you and your team.

Sincerely,

[Your Full Name]

[Telephone Number]

[Foundation Address]

About [Foundation]

Brief one paragraph backgrounder on the Foundation.

Template follow up email

Subject line: RE: Meeting Request for [Foundation Name]

Dear [Scheduler Name],

I'm following up about Senator/Representative [Last Name]'s availability to meet during the April work period. If the Senator/Representative is unavailable to meet, I'd be happy to meet with a member of the staff to discuss our foundation's work in addressing local needs and the importance of philanthropy in our communities. Please let me know if there is additional information I can provide.

Thank you.

Sincerely,

[Your Name]