

Sample Request Form for a Legislative Meeting

PLACE ON YOUR LETTERHEAD

Attention: Scheduler

TO: Scheduler, Office of **(SENATOR/REPRESENTATIVE _____)**
ATTN: **(STAFF PERSON WHO WORKS ON CHILDREN'S/YOUTH ISSUES)**
FAX: **(FAX TO THE DISTRICT/LOCAL OFFICE)**
FROM: **(YOUR NAME / ORGANIZATION)**
RE: Visit from Constituents
DATE: **(DATE)**

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(TRY TO INCLUDE AN ESTIMATED NUMBER OF CONSTITUENTS AND / OR DESCRIBE WHO WILL BE COMING) would like to meet the **(Senator/Representative)** and appropriate staff when **(he/she)** is in town next week for the congressional recess to discuss the importance of HHS' Runaway and Homeless Youth Act (RHYA) programs for serving vulnerable youth in **(COMMUNITY)** who are homeless or at risk.

Preferably, we would like to schedule something during the week of March 21. I will call you in a few days to follow up to identify the best date and time for a meeting with the **(Senator / Representative)**. In the meantime, you can contact me at **(EMAIL AND PHONE)**.

BRIEFLY DISCUSS INFORMATION ABOUT WHAT IS GOING ON LOCALLY TO ADDRESS YOUTH HOMELESSNESS, YOUR RHYA PROGRAM, OR MORE INFORMATION ON THE IMPORTANCE OF RHYA TO YOUR COMMUNITY.

Thank you for your time. I look forward to the meeting.

Sincerely,

(NAME)