

One of the most effective ways to influence the policy-making process and build a relationship is to visit with your senators and representative, or their staff, in person.

Tips for Arranging a Meeting

Call or e-mail to request an appointment.

If you want to meet with your legislator in the district, send the request to the district office. Congressional member websites often have online submission appointment requests available.

Follow up.

Do not hesitate to call the office if you do not receive a response to your initial request.

Address the who-what-when.

Include information about who you are, the nature of your visit, when you would like to meet, and the names of any colleagues who may accompany you. Be sure to identify yourself as a constituent.

Call or email to confirm the appointment.

Make sure to confirm the time and location of the meeting and who will be in attendance. If your schedule has changed and you need to cancel the meeting, be sure to give the office ample notice.

Sample Meeting Request

Dear XX,

As a constituent and public health professional, I am writing to request an appointment with **[Senator/Representative XX]** in **[name of town where nearest district office is]** on **[insert date and times available]** to discuss **[insert topic, i.e. public health funding]** .

Please contact me to let me know when **[Senator/Representative XX]** or the relevant staffer might be available to meet. I will follow up with you in the next week by phone. Thank you for considering my request.

Sincerely,

[Name]

[Contact information]