

SAMPLE MEETING REQUEST LETTER

[Today's Date]

Assemblymember [Full Name]
[Address]

--OR--

Senator [Full Name]
[Address]

Dear Assemblymember OR Senator:

On [date requested], I would like to meet with you to discuss several important issues related to services and assistance to persons with disabilities. My name is [Your Name], and I am a member of [List important organizations, including Partners in Policymaking].

I will contact you shortly about scheduling this meeting. In the meantime, if you have any questions please feel free to contact me at [Your phone number].

Thank you for your time and consideration.

Sincerely,

[Your Name]
[Your Complete Address]

Note: If the letter is to schedule a visit for more than one person, replace the sentence, "My name is _____ and I am a member of..." with:

"Here are the individuals who will be attending this meeting:

[Name], a member of [Organization]"

List the name and organization of each member who will be attending.