**Sample Meeting Request Language**

*Updated: July 23, 2015*

*Use the sample letter below as a guide for drafting your own meeting request to your Members of Congress. Please remember to* ***E-MAIL*** *meeting requests to your Representative and/or Senator’s office whenever possible. You can also call to ask for the contact information of the member’s scheduler. Due to heightened security, it can take up to a month for Members to receive letters sent via mail.*

Dear **[Representative or Senator]** **[last name]**:

On behalf of **[name of foundation]** located in **[name of community]** in your **[state/district]**, I am writing to request the opportunity to meet with you while representatives from our foundation are in Washington D.C. on **[requested meeting date]**.

**[Personalize here:** introduce yourself, your foundation and summarize foundations in the congressional district or state. **Example**: I am the Executive Director of the ABC Foundation. Our organization works to [MISSION], primarily in [COMMUNITY]. Last year, our foundation made grants totaling [TOTAL GRANTS] to benefit [MEMBER’S DISTRICT/POPULATION/ISSUE]. The most recent data indicates that there are [NUMBER OF FOUNDATIONS IN THE STATE] in your [state or district] making over [TOTAL GRANT AMOUNT, IF AVAILABLE] in grants, annually.

\*Try to avoid conveying your organization in terms of a ratio; i.e. $XX in assets, with $YY in grants.**]**

During our meeting with you, we would like to talk about the investments that **[name of foundation**] makes in your community every day, and how these investments benefit our common constituents. We’d also like to explain how tax policy decisions being contemplated in Washington, D.C. affect organizations like **[name of foundation]**.

I will contact your Washington, D.C. office to confirm receipt of this letter and to speak with your scheduler about a specific meeting date and time. Thank you in advance for the opportunity to meet with you.

Sincerely,

**[your name, foundation name, mailing address, and telephone number]**

cc: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**[name of district staffer] [name of tax aide]**