

SAMPLE APPOINTMENT REQUEST LETTER

[date]

The Honorable [first and last name]

[Room number and Building name, i.e. 123 Hart Office Building]

Washington, DC [20510 for Senate / 20515 for House]

Attn: Scheduler

Dear [Senator/Representative last name]:

I am a member of the National Black Nurses Association (NBNA) and a resident of your district [or State]. On Thursday, February 7, 2019, I will visit Capitol Hill to meet with my Senators and Representative. The purpose of our visits is to discuss the various topics related to our **Theme: “Addressing the Epidemic of Health Inequity: NBNA’s Call to Action”**.

Specifically, we would like to discuss the issues of Maternal Mortality, Climate Change and Environmental Justice, Gun Violence, the Health Equity and Accountability Act, and funding to combat the Opioid Epidemic.

The letter comes to request an appointment with you anytime between 3:00 p.m. and 5:00 p.m., on Thursday February 7, 2019. Please feel free to contact me by using the enclosed email address and or telephone number (email----- telephone) for scheduling the appointment. Several (insert number of people) constituents from your district will come to meet with you.

Thanking you in advance for your support!

Sincerely,

Your Name