Request a meeting with your legislator- Templates

# INITIAL MEETING REQUEST

Body of Email:  
Dear *[Scheduler Name]*,

Please see the attached meeting request from *[your organization]* in *[your town/state]* to meet with *[State Legislator]* on *[date] [by zoom/to come visit our program and families]*. Please let me know if you have any questions.

Thank you for your time.

Sincerely,

*[Your Name]*

Attached Document:  
*[Your organization logo]*

Meeting Request:

The Honorable *[Legislator]  
[Address line]*  
Sacramento, CA *[95814]*

Dear *[Senator/Assemblymember] [Last Name]*,

On behalf of the Head Start community in *[community/city/county]*, I would like to request a meeting with you or your staff *[date]*.

In today’s challenging times, Head Start has continued its commitment to give every vulnerable child an opportunity to succeed in school and in life. Our local Head Start community has been doing remarkable work during COVID-19, and our Head Start practitioners and parents can best speak to the impact of the Head Start’s critical work, as well as the challenges and opportunities we face back home every day.

Please let us know what time would work best for you, and we look forward to speaking with you soon.

Sincerely,  
*[Your Name]  
[Your Title]  
[Your Organization]*

# FOLLOW-UP EMAIL

No response? Don’t be shy – reach back out! It is not uncommon to have to follow up with congressional staff when requesting a meeting. A follow-up email to the scheduler could look something like this:

Dear *[Scheduler Name]*,

I’m following up on a recent meeting request made on *[date you sent in the original email]*. Please let me know if your boss or an appropriate staffer will be available to meet with our group.

Thank you so much for your time.

Sincerely,  
*[Your Name]  
[Your Title]  
[Your Organization]*