

[Your Logo or Letterhead Here]

Sample Meeting Request Letter

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.

[Date]

[To a Representative]

The Honorable **[full name]**
U.S. House of Representatives

[District Office Address]

[To a Senator]

The Honorable **[full name]**
United States Senate

[State/District Office Address]

Re: Meeting Request

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 you are back in **[state/district]** this August.

[Personalize here: introduce yourself, your foundation and summarize foundations in the congressional district or state. **Example:** I am Executive Director of the Jones Foundation, which has \$25 million in assets. We make grants totaling \$2 million annually, mostly in Ohio. The most recent data indicates that there are 24 grantmaking foundations in your **[state or district]** with combined assets over \$120 million, making grants annually of \$7.5 million.]

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 **[name of community where Member's office is located]** 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]