

Sample Meeting Request Letter

The Honorable **First Name Last Name**
U.S. House of **Representatives/Senate**
Street Address
City, State, Zip

Dear **Representative/Senator Last Name**:

I am a practicing rheumatologist in **City, State**, where I treat over **Number** patients a week who suffer from chronic conditions like rheumatoid arthritis, lupus and other rheumatic and musculoskeletal diseases. I hope that your schedule will permit us an opportunity to meet while you are home during your district work period August 8-September 5.

I would appreciate the opportunity to discuss the unique issues facing the rheumatology profession and my patients. **Insert specific issues here.**

I will follow-up with your staff shortly to schedule a meeting with you at a time when you will be in our area. Thank you very much for your attention to my correspondence and for your consideration of this request. I look forward to meeting with you and working to advance public policies that will benefit the 88 million Americans who suffer from arthritis, rheumatic and musculoskeletal conditions.

Sincerely,

First Name Last Name
Home Address
City, State, Zip