

## SAMPLE APPOINTMENT REQUEST LETTER

**\* Letters should be written on your letterhead. Governors and Regents should use ACP stationery.**

(DATE)

**For Senators:**

The Honorable (last name)  
United States Senate  
Washington, DC 20510

Dear Senator (last name):

**For House Members:**

The Honorable (last name)  
U.S. House of Representatives  
Washington, DC 20515

Dear Senator/Representative (last name):

Throughout the day of May 22, members of the American College of Physicians (ACP) from (your state) will be meeting individually with their representatives in Congress.

I am writing to schedule (or confirm) a meeting with you to discuss issues of concern to physicians and their patients. ACP is the nation's largest medical specialty society representing 137,000 physicians practicing internal medicine and its subspecialties, as well as students with an interest in the specialty.

We would like to discuss with you issues of interest to ACP, including support for programs that are critically important to ensuring a sufficient supply of physicians (particularly primary care internal medicine specialists and internal medicine subspecialties facing shortages), eliminating Medicare's Sustainable Growth Rate (SGR) formula and transitioning to new value-based payment models, and enacting meaningful medical liability reforms, including piloting testing of health courts. While we recognize that there are differences within Congress and between the political parties on some of these issues, we hope to share with you our ideas on specific priority programs that both parties should support.

*(If you do **not** have a specific time confirmed):*

I hope that we can arrange for an appointment with you on May 22. I intend to follow-up with your office to determine the best meeting time.

Thank you. I look forward to meeting with you. *(Add time and date, if set)*

Sincerely,