

New Legislator Orientation: January 19-23, 2009

Sample Appointment Request Letter

Note: This should be replaced with your local logo or letterhead



DISTRICT APPOINTMENT REQUEST FOR <insert date or date range here>

Note: This should be very large at the top, center of the letterhead so that the office sees right away that this is an appointment request that needs to be handled by the Scheduling Director.

Date

The Honorable <Firstname Lastname>
California State Assembly/Senate
<1234 Main Street (District Office)
Any City, CA 90000> (District city and zip code)

<Or>

The Honorable <Firstname Lastname>
California State Assembly/Senate
State Capitol, Room #_____
Sacramento, California 95814

Attention: <Jane Doe, Scheduling Director>

Fax #: <Fax>

Email: <Email>

Dear Assembly Member/Senator <Lastname>,

Congratulations on your recent election to the <Senate or Assembly>.

I/The Coalition would appreciate the opportunity to meet with you in your district office during **the week of January 19-23** <or insert specific dates and times here> to discuss statewide tobacco prevention & control issues, such as <insert your local issues here: e.g. tobacco use by adults and youth, tobacco industry ongoing marketing, secondhand smoke and youth access to tobacco>. This meeting is part of a larger, ongoing effort to inform and educate our state elected officials about tobacco control issues in their districts as well as statewide.

Please contact me at <insert phone number> to schedule an appropriate time for this meeting. Thank you for your time and consideration of this request.

Sincerely,

Name
Title
Organization