

Sample Congressional Meeting Request E-mail

Subject: Constituent meeting request for 8/15

Dear _____,

I am writing to request a meeting for myself and 2 other scientists from (City), all of whom are constituents, on the **afternoon of Tuesday, August 15th** with Representative/Senator _____. If they are unable, we would be happy to meet with the relevant staff members in the office. The three of us are geoscientists who would like to discuss the positive impacts their research has in the **State of _____ (or local community)**. The scientists are:

- **Dr. Jane Doe** – Short description of their background/current work/why it matters in jargon-free language
- **Dr. John Doe** – Short description of their background/current work/why it matters in jargon-free language
- **Myself** – Short description of your background/current work/why it matters in jargon-free language

If you have any questions, please feel free to call or email me at any time. I look forward to hearing from you soon.

Regards,