Subject heading [*Requesting a constituent meeting*]

Dear [*insert congressional staffer name here*],

I am writing to request an appointment between May 10th-21st with a member of your Washington, DC staff who works on health and appropriations issues to discuss how [*insert congress-person’s name*] can support access to trustworthy health information in [*insert region/state name*].

I am the [*role and institution*]. Also attending this meeting are [*insert names and roles*].

I look forward to getting together remotely on a day and time of your convenience. What dates and times are you available in May for a twenty-minute conversation? We can meet by videoconference or by telephone and will be happy to set up the meeting. Is there a specific technology or tool that works best for you (e.g., Zoom, Skype, etc.)?

Attached is a cover letter summarizing the topics of our conversation, and a pdf file with support materials about the issues we wish to address. Please feel free to review these and share them with staff engaged in these issues. Thank you for your engagement with your constituents in these hectic times. Be safe and take good care.

*[insert signature here]*