

Dear *[Legislator Title Last Name]*

My name is *[Your Name]*, and I am a constituent of *[Legislator Title Last Name]* in *[City, State]*. I am writing to respectfully request a meeting with *[Legislator Title Last Name]* during the upcoming congressional recess to discuss the importance of *[your desired topic of discussion]*.

*[Take a few sentences to describe the topic and why it is important to the legislator]*. I would appreciate the opportunity to share how this work is making a difference in our community and to learn more about the Member's priorities.

I am happy to meet at a time and location that is most convenient during the district work period. If *[Legislator Title Last Name]* is unavailable, I would be glad to speak with a member of their staff.

Thank you for your time and consideration. I look forward to the opportunity to connect.

Sincerely,

*[Your Name]*