

SAMPLE MEETING REQUEST LETTER & INSTRUCTIONS

- 1) First find the name and contact info of the legislator's scheduler by going to www.asm.ca.gov or www.sen.ca.gov.
- 2) Email a meeting request to the scheduler. Sample meeting request below.
- 3) Follow up the next day with a phone call to the scheduler to confirm that s/he got your request and to find out when s/he can get back to you with a date.
- 4) If you don't hear back from the scheduler in 3 business days, call again for an update, and again ask for a date by which s/he will get back to you.
- 5) For the first week, call every other day until you get a meeting. After that, call every day.
- 6) Be persistent!!!

Dear _____,

On behalf of **[YOUR AGENCY]** I am writing to request an in-person meeting in the district with **[LEGISLATOR]** to discuss the state budget.

We would like to share with you our concerns about the specific cuts that have been proposed to _____. We would also like to hear your assessment of the situation in the Capitol.

[Describe your organization in 1-2 sentences, including the number of people you employ and serve.]

Participants in the meeting would include me and senior staff, clients and board members of **[YOUR AGENCY]**.

I am confident that you will find that the difference **[YOUR AGENCY]**, makes in the lives of **[SENIORS, CHILDREN, PEOPLE WITH DISABILITIES]**, is eye-opening.

We are available to meet at **[LEGISLATOR'S]** convenience, including early mornings and weekends.

I will call tomorrow to confirm that you have received this, or you can contact me directly at **[YOUR NUMBER]**. Thank you for your help with this request.

Sincerely,

YOUR NAME & CONTACT INFO