

Sample Email Request for Meeting with Legislator

Dear Representative/Senator (Last Name),

Florida's United Ways will convene for our 2022 United Way Capitol Days next week. I am a team member representing (name of United Way) and would like to request an appointment with you next Tuesday or Wednesday.

Our team from (name of county or counties) includes (Team Member 1 + Title, Team Member 2 + Title, etc.), and me. The purpose of the meeting is to discuss (early learning, financial stability, and health care access) and to seek your guidance and support for our United Way positions in that arena.

We know you are extremely busy, but would appreciate any time your schedule permits on Tuesday, November 16 after (insert time you are available) or Wednesday, November 17 before (insert time you will be leaving). If you are unable to meet, we would like to request a meeting with your Legislative Assistant (insert name).

Thank you for considering this request. We look forward to meeting with you....(your name & contact info)