

SAMPLE MEETING REQUEST

MEMORANDUM

TO: [SCHEDULER'S NAME]
Office of the Honorable [NAME OF MEMBER OF CONGRESS]

FROM: [YOUR NAME]

DATE: [TODAY'S DATE]

RE: Scheduling a Meeting for August Recess

I am the [TITLE] of [COMPANY] located in your district.

During the August Recess, I would like to schedule a meeting with [SENATOR or REPRESENTATIVE] [LAST NAME] to discuss [BILL or ISSUE], to tour our facility and to meet our [NUMBER] employees.

The following dates and times would be the best for a visit.

[LIST PREFERRED DATES/TIMES]

OR

Our schedule is flexible throughout the month and would be willing to accommodate the [SENATOR or REPRESENTATIVE] [LAST NAME] when [HE or SHE] is available.

Please call or e-mail me with available times during the August recess. I will check the dates against our schedule and together we will pick a final date.

I look forward to hearing from you and to meeting with [SENATOR or REPRESENTATIVE] [LAST NAME]

Thank you,

[YOUR NAME]
[TITLE]
[CONTACT INFORMATION]
