

## Sample Request for an Appointment

August \_\_, 2007

The Honorable \_\_\_\_\_

Attention: Scheduler

United States Senate/ U.S. House of Representatives

Washington, DC 20510 (Senate)/ 20515 (House) **[You may use district office address, ask Scheduler]**

Dear Senator/ Representative \_\_\_\_\_,

As a constituent and public health professional, I am writing to request an appointment with **[Senator/ Representative]** \_\_\_\_\_ in **[name of town where nearest district office is]** on **[insert date and times available]** to discuss public health funding for fiscal year 2008.

As a member of the American Public Health Association - the oldest and largest organization of public health professionals in the country representing more than 50,000 members - I am particularly concerned about funding for vital public health agencies and programs. This year, it is more important than ever that Congress provide adequate funding for our nation's public health system. State and local health departments, including those in New York and our Congressional district, are already stretched to the limits and trying to provide ever more service with less and less funding support. Public health funding should be increased, not decreased, in order to prepare us for a terror attack, infectious disease outbreak or other public health emergency.

Please contact me to let me know when you might be available to meet. I will follow up with you in the next week by phone. Thank you for considering my request.

Sincerely,

**(Your name)**

**(Your address)**

**(Your telephone number)**

**(Your e-mail address)**

