

SAMPLE APPOINTMENT REQUEST LETTER

[date]

The Honorable [first and last name]
[Room number and Building name, i.e. 123 Hart Office Building]
Washington, DC [20510 for Senate / 20515 for House]
Attn: Scheduler

Dear [Senator/Representative last name]:

I am a member of the National Black Nurses Association (NBNA) and a resident of your district [or State]. On Thursday, February 2, 2017, I will visit Capitol Hill to meet with my Senators and Representative. The purpose of our visits is to "Address the Epidemic of Violence: NBNA's Call to Action" focused on violence reduction. In addition, we would like to discuss funding for nursing education and training; the Affordable Care Act; and, mental health and substance abuse.

The letter comes to request an appointment with you anytime between 3:00 p.m. and 5:00 p.m., on Thursday February 2, 2017. Please feel free to contact me by using the enclosed email address and or telephone number (email----- telephone) for scheduling the appointment. Several (insert number of people) constituents from your district will come to meet with you.

Thanking you in advance for your support!

Sincerely,

Your Name