



National District Attorneys Association
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NDAA Capital Conference - Meeting Request Template

Meeting requests should be sent, at minimum, two to three weeks prior to the requested date. We don't recommend emailing on a Friday. Here is text you can use for the initial email:

Hello [scheduler/staffer],

I am reaching out to you on behalf of [insert name] to schedule a meeting with [Sen./Rep.] on [date of meeting] to discuss [issues/reason for meeting] as a part of the National District Attorneys Association's (NDAA) annual Capital Conference.

As you may know, NDAA is the oldest and largest national organization representing state and local prosecutors in the country. Each year, the association hosts a policy conference in Washington, DC so our nation's prosecutors can meet with lawmakers to discuss important issues facing the law enforcement community.

Individuals who would attend the meeting include [Include attendees name, job title, and city in which they are located]. Thank you in advance and I look forward to hearing from you.

*Best,
[email signature]*

If you have not heard back from an office after five business days, it is best to follow up via email and include the original message. This helps the scheduler/staffer see the time frame in which a request was submitted. Here is more sample text:

Hi [scheduler/staffer],

I am reaching out to follow up on the below meeting request – please let me know if you have any questions.

*Best,
[email signature]*

If meetings have not been confirmed three business days prior to the requested date, follow up with a call to the office. Be sure to have the emails sent on hand as a reference.