

Local Legislative District Days: October 17-21, 2011

Sample Appointment Request Letter

Note: This should be replaced with your local logo or letterhead



DISTRICT APPOINTMENT REQUEST FOR <insert date or date range here>

Note: This should be very large at the top, center of the letterhead so that the office sees right away that this is an appointment request that needs to be handled by the Scheduling Director.

Date

The Honorable <Firstname Lastname>
California State Assembly/Senate
1234 Main Street (District Office)
Any City, CA 90000> (District city and zip code)

<Or>

The Honorable <Firstname Lastname>
California State Assembly/Senate
State Capitol, Room #_____
Sacramento, California 95814

Attention: Jane Doe, Scheduling Director

Fax #: <Fax>

Email:<Email>

Dear Assemblymember/Senator <Lastname>,

On behalf of the <your organization/coalition>, I respectfully request a meeting with you in your district office during **the week of October 17-21** <or insert specific dates, times here>.

I/The Coalition would appreciate the opportunity to meet with you to discuss statewide tobacco control issues, such as <insert issues here: e.g. tobacco use by adults and youth, tobacco industry ongoing marketing, secondhand smoke and youth access to tobacco>.

<If you participated in Capitol I&E Days in May 2011>

You may recall that I met you and your staff on May 11, 2010 to discuss some of these issues, and would like to meet with you again to continue the dialogue and provide you with information on how tobacco is impacting your district specifically.

<Or, if you didn't participate in I&E Days in May 2011>

This meeting is part of a larger, ongoing effort to inform and educate our state elected officials about tobacco control issues in their districts as well as statewide.

Please contact me at <insert phone number> to schedule an appropriate time for this meeting. Thank you for your time and consideration of this request.

Sincerely,
Name
Title
Organization