**Sample E-Mail Request for an Appointment**

Date

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

Attention: Scheduler

United States Senate or U.S. House of Representatives

Washington, DC 20410 (Senate) or 20515 (House) [or you may use their home district office address, ask for Scheduler]

Dear Senator or Representative \_\_\_\_\_\_\_\_,

As a constituent and an occupational health nursing professional, I am emailing to request an appointment with [Senator or Representative] \_\_\_\_\_\_\_\_ in [Washington, D.C. or the name of town where nearest district office is] on [insert date and times available] to discuss [insert bill# or particular topic of concern).

[Provide a brief statement – 2 – 3 sentences to succinctly state your concern and why the issue is important to you and the occupational health and safety community].

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 home address]

[Your personal telephone number]

[Your personal email address]